

## **Name of organisation**

### **Risk Management Policy**

It is the responsibility of the Board to know the risks that are likely to affect the organisation and to monitor these and the management of them.

1. The Board will identify, assess and rank risks to the organisation according to likelihood and potential severity.
2. The Board will agree on prevention and mitigation measures and assign responsibility for matters requiring attention.
3. The Board will agree on a timeframe for monitoring risks and action to reduce risk.

Policy approved by the Board

**Date:**

**Reviewed and approved:**

**Next review:**

SAMPLE

<b>Name of organisation</b>					
<b>Risk analysis</b>	<b>Likelihood</b> High/med/ low	<b>Severity</b> High/med/ low	<b>Prevention</b>	<b>Responsi bility</b>	<b>Date for monitorin g</b>
<b>Financial</b>					
Insufficient funds	Med	High		Manager, Board	
Significant funders withhold/ deny funding	Med	High	Maintain excellent relationships with funders. Ensure funds are spent wisely and correctly and accounted for in a timely manner	Manager	
Fraud	Low	Med	Checks and balance	Manager , Board	Monthly
<b>Reputation</b>					
Adverse public comment	Med	Med	Take care to address if reasonable and mitigate effects	Manager, Board	As required
Trustee/staff conduct brings criticism	Low	Med		Manager, Chair	
Loss of credibility	Low	High		Manager, Board	
<b>Personnel</b>					
Key staff resign/incapacitated	Med	High	Desk manual Succession plans		
Chair resigns/incapacitated	Low	Low		Board	
Kaumtua resigns/incapacitated	Med	Med		Manager, Board	
Personal grievance	Med	Med	Ensure policies and procedures are followed to minimise likelihood of a pg	Manager Chair	
Conflict between Board/Manager/Staff	Low	Med	Maintain open relationship, good communications and 'no surprises' policy	Manager Chair	
Health and safety	Med	Med	Minimise likely physical dangers; ensure time off to prevent tiredness; maintain communications to be aware of stress and encourage good management of self-care	Manager	

<b>Records</b>					
IT not operational	Low	High	Ensure good, quality IT support	Manager	
Loss of records	Low	High	Keep backups secure	Manager	
Inadequate records kept	Low	Med	Keep database up to date and encourage good record keeping and reporting	Manager	
<b>Legal</b>					
Don't comply with legal obligations	Low	Med	Know the legal obligations and abide by them	Manager, Board	
<b>Physical</b>					
Loss of premises	Low	High	Insurance	Manager	
Loss of property	Med	Med	Being security conscious; insurance	Manager	
<b>Governance</b>					
Strategic direction	Low	High	Board reads reports, monitors, discusses, decides on direction; keeps communications going with Manager	Board, Manager	
Chairs resignation or incapacitation	Low	Low	Board appoints Deputy	Board	