



Protect Your Assets:

Risk Management for Nonprofits

Organizational Risk Assessment

Presented by:



In partnership with:



Protect Your Assets: Organizational Risk Assessment Checklist

Please bring a completed copy of this checklist to the Protecting Your Assets Workshop. We will be referring to the checklist throughout the day. It is a quick scan to determine the potential level of risk your organization may currently be facing.

Name of organization: _____

Checklist completed by: _____

Date of preliminary review: _____

Annual review date: _____

Instructions:

Please fill this out prior to attending the Protecting Your Assets Workshop. You may have to consult some of your colleagues to answer some of the questions. This is just a quick scan and you will be able to revisit this checklist after the workshop. The goal is to determine what you already have in place and areas where there is room for improvement.

A Organizational Risk Assessment - Checklist and Analysis

For each of the following positions rank the level of risk. Remember this may not always be an exact science and will require some interpretation. Remember also that each organization will have a different tolerance for risk.

Note: This is a quick Risk Assessment Scan. It is recommended that the organization consider a more detailed risk assessment scan using other checklists following the workshop.

Area	Yes	No	Needs Work	Don't Know	N/A	Comments/Observation
A. Organizational Policies and Procedures						
Governance and operational policies are in place, reviewed and updated regularly by staff and board.						
There is a procedure in place to ensure all staff, volunteers and board members are aware of the relevant organizational policies /procedures.						
All staff and volunteers are informed of the safety and emergency procedures.						
There is a procedure in place to report accidents, or safety-related issues.						
There is a procedure in place to report accidents, or safety related issues.						
Adequate insurance coverage is in place for all equipment and/or vehicles (owned and leased).						



Area	Yes	No	Needs Work	Don't Know	N/A	Comments/Observation
<i>The following policies and procedures are in place:</i>						
Conflict of interest						
Confidentiality						
Media relations – who speaks on behalf of the organization						
Insurance coverage						
Emergency procedures						
Privacy policy that outlines information collection, storage and access.						
Governance policies, such as lines of authority, accountability and responsibility for committees, staff and board members.						
B. Financial Management						
Financial systems conform to generally accepted accounting practices for nonprofit organizations.						
There are standards and practices in place for setting and approving budgets.						
Signing authority is outlined with two authorized signature requirements.						

Area	Yes	No	Needs Work	Don't Know	N/A	Comments/Observation
Policy is in place that covers: reserve funds, financial audits, etc.						
Policy in place that outlines who is responsible for financial decisions and the scope of authority.						
All financial reporting requirements for government and funders are submitted as required.						
Policy in place that outlines the awarding and management of outside contracting services.						
C. Board Governance						
Written policies that apply to board members, including code of conduct, roles and responsibilities are in place.						
Board orientation is in place to ensure the board members understand their roles and responsibilities.						
The organization has Directors and Officers Liability Insurance - all board members are aware of the coverage details.						
Board members are provided with the organizational policy and procedures manual and are informed of their moral, ethical, and legal responsibilities.						
Board member are able to read and comment on the organization's financial statements.						
D. Human Resources						
There is a written personnel policy and procedures manual that is reviewed and updated annually.						

Area	Yes	No	Needs Work	Don't Know	N/A	Comments/Observation
Recruitment, hiring, policies and procedures and are in alignment with all employment and human rights legislation.						
There are current job descriptions in place for all staff positions. The job descriptions include qualification, duties, reporting and performance indicators.						
There is a policy in place for standardized screening procedures for all new staff, volunteers and board members.						
E. Volunteer Management						
A clearly communicated volunteer screening process is adopted and is consistently applied across the organization.						
Position description exist for all volunteer positions.						
There are volunteer management policies and procedures in place.						
Police information checks are conducted on volunteers that are working directly with individuals at risk.						
F. Information and Privacy Protection						
Organizational legal documents and records are stored in a secure and safe place.						
There are established policies and practices that identify the collection, storage and access of personal information (staff, volunteers, clients, etc.).						
Information privacy principles are followed for both paper-based and electronic records.						

Area	Yes	No	Needs Work	Don't Know	N/A	Comments/Observation
Access to personal information policies are in place, ensuring confidentiality requirements are met.						
G. Insurance						
There are clear guidelines for insurance coverage and is reviewed annually to ensure all aspects are covered.						
As an organization we have appropriate insurance to cover our program, services and assets.						
Volunteers are included and covered under the organization's insurance policies.						
We meet on an annual basis with our insurance advisor to assess regularly assess the level of risk.						
We have Directors and Officers liability insurance.						
We have General Liability Insurance.						
All physical assets are covered by appropriate insurance.						

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Observation and Summary
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Area	What is currently in place?	What may require attention?
A. Organizational Policies and Procedures		
B. Financial Management		
C. Board Governance		
D. Human Resources		

Area	What is currently in place?	What may require attention?
E. Volunteer Screening		
F. Information and Privacy Protection		
G. Insurance		

Are you seeing any themes in this assessment? What do you need to pay attention to?

Remember to bring the completed pre-assessment with you to the Protect Your Assets Workshop