

Section: Risk Management	
Policy: Risk Management	
Policy#: 1.1	Revision Date: 06/27/13

RISK MANAGEMENT

POLICY

The Board of Directors is dedicated to reduce risk factors to the Club

REASON FOR POLICY

The Board of Directors has identified areas of risk to which the Club might be exposed. To reduce risk and to mitigate the impact of major risks.

GUIDELINES

1. Policies

The Board of Directors ensures the Club has policies and procedures in the following areas:

- Child abuse
- Communication management
- Crisis management
- Facilities management
- Financial reporting
- Fundraising
- Governance
- Human resources
- Insurance
- Program safety
- Records management
- Transportation
- Volunteer management
- Workplace safety
- Mission effectiveness

2. Insurance

The Board has ensured the Club has adequate insurance coverage that addresses risks associated with the type of activities, facilities and as required by funders and the Boys and Girls Clubs of Canada

3. Review

Risk management policies are reviewed on an annual basis

4. 3rd Party Risk Assessments

The Club conducts and seeks 3rd party risk assessments and develops plans to minimize risk (annual Fire inspections, health inspections, audit, climbing wall, MTO inspections, fire sprinkler system inspections, etc.)

5. Accident/Incident Reports

All accident/incident reports are submitted to the Executive Director for review and sign-off

6. Applicable Laws

The Board ensures the Club conducts operations in accordance to and with applicable laws

7. Consent

The Board ensures that the Club requires written parental consent for minors (as defined by Club policy) to become Club members

8. Budget

The Board will not approve a deficit budget

9. Training

The Club provides risk management training to Board members and Leader's

10. Usage Policies/Contacts

The Board ensures the Club has external, individual and/or group usage policies or contracts

11. Crisis/Emergency Plan

The Board ensures there is a crisis and emergency plan in place

12. Financial Management

The Board ensures sound financial management policies and practices are in place to anticipate financial and funding changes

13. Strategic Plan

The Board ensures the Club's Leader'sing plans are consistent with the Club's strategic plan

14. Human Resource Strategy

The Board ensures the Club's long term human resource strategy to meet future Leader'sing needs is addressed in the strategic plan

15. Written Policies

The Board ensures the Club has written policies