

Example Risk Management Checklist for Clubs

RISK MANAGEMENT CHECKLIST FOR CLUBS		Date		
Club President Name		Email		
Zonta Club Name		No. of Club Members	Area	District
GOVERNANCE RISK			YES	NO
1.	The constitution of our club is clearly understood and agreed by the members	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Our club adopted club bylaws in accordance with the Bylaws of Zonta International	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Our club bylaws are up to date. Bylaws were last updated on _____	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Our club has procedures written down in a Club Internal Control Manual . Last updated _____	<input type="checkbox"/>	<input type="checkbox"/>	
5.	The Club Internal Control Manual identify the responsibilities of officers, directors and committee chairs	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Our club take meeting minutes of each meeting and keep them safe and password protected	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Our club has a conflict of interest policy	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Our club has a long range succession plan for officers, directors and committee chairs	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Our club has leadership training on the agenda	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Our club has a board member responsible for risk management	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Our club has regular board meetings, at least 4 per biennium	<input type="checkbox"/>	<input type="checkbox"/>	
OPERATIONAL RISK			YES	NO
12.	Our club has at least 15 members and a healthy recruitment	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Our club has less than 7 members and is at risk to be disbanded	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Our club is handling member data strictly in accordance with data protection legislation	<input type="checkbox"/>	<input type="checkbox"/>	
15.	All club members have given their consent for Zonta International to store their data on servers in USA	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Our club has written archiving procedure for documents and artifacts, including electronic folders	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Club procedure for invoice approval and payment of costs is being adhered to	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Member can only claim expenses against receipt	<input type="checkbox"/>	<input type="checkbox"/>	
19.	A club budget is done every year and the annual member fee is based on the budget	<input type="checkbox"/>	<input type="checkbox"/>	
20.	The club costs exceed the budget	<input type="checkbox"/>	<input type="checkbox"/>	
21.	The club Internal Control Manual clearly stipulates all internal procedures handling club assets	<input type="checkbox"/>	<input type="checkbox"/>	
FINANCIAL RISK			YES	NO
22.	Regular financial reports are presented to the members	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Club signatories are updated in writing each biennium and bank account amended accordingly	<input type="checkbox"/>	<input type="checkbox"/>	
24.	The club has two bank signatories and 2-3 signatories for contracts	<input type="checkbox"/>	<input type="checkbox"/>	
25.	The club checkbook is kept in safe place	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Our club always nominate two members to deal with cash at events	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Treasurer reconciles the bank statements monthly	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Club Accounts is audited annually and auditor gets full access to all financial information.	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Our club always get a clean audit report	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Our club has filed all Member Forms and Member Dues Forms timely to Zonta International	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Our club filed Form F990 by the recommended deadline (US Clubs only)	<input type="checkbox"/>	<input type="checkbox"/>	

EXTERNAL RISK		YES	NO
32.	Our club has a social media policy and an administrator handling all club social media platforms	<input type="checkbox"/>	<input type="checkbox"/>
33.	The social media policy includes internal controls on what to write or post (pictures) on social media platforms, who to invite to share our news with and how to avoid misuse	<input type="checkbox"/>	<input type="checkbox"/>
34.	Our club is familiar with the new ZI brand identity policy to avoid misuse of the Zonta Brand	<input type="checkbox"/>	<input type="checkbox"/>
35.	Our club has password protection on all sensitive data and passwords are kept safe and changed regularly	<input type="checkbox"/>	<input type="checkbox"/>
36.	Our club has General Liability Insurance to cover injury or damage at a Zonta club event, or is part of the Zonta International General Liability Insurance cover and therefore pay USD 3.00 extra member fee to cover this (US clubs only)	<input type="checkbox"/>	<input type="checkbox"/>
37.	Our club has Directors & Officers Liability Insurance which will protect officers and directors from a lawsuit arising out of acts or decisions	<input type="checkbox"/>	<input type="checkbox"/>
38.	Our club considers Event Cancellation Insurance for fundraising events	<input type="checkbox"/>	<input type="checkbox"/>
39.	The privacy policy is posted on the website	<input type="checkbox"/>	<input type="checkbox"/>
COMPLIANCE/STATUTORY/REPUTATION RISK		YES	NO
40.	Our club is aware of our tax status and local laws	<input type="checkbox"/>	<input type="checkbox"/>
41.	Our club knows the difference between a 501(c)(3) and 501(c)(4) corporation (US clubs only)	<input type="checkbox"/>	<input type="checkbox"/>
42.	The club has a privacy policy	<input type="checkbox"/>	<input type="checkbox"/>
43.	The club website has member data only in password protected pages	<input type="checkbox"/>	<input type="checkbox"/>
44.	Our club do not share member data with others	<input type="checkbox"/>	<input type="checkbox"/>
45.	Our club check applications for club awards carefully to avoid any fraud	<input type="checkbox"/>	<input type="checkbox"/>
46.	Our club always files the accounts on time	<input type="checkbox"/>	<input type="checkbox"/>