

ASTD-Lincoln Risk Assessment Tool									
(Updated 09/18/06)									
Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To		
Hold Monthly Meetings/Half & All-Day Workshops/Facility Tours									
	A/V equipment does not work	5	2	Require speakers to have paper/overhead backup of their presentation. Handouts should be made for all attendees	Programming Lead Tasklist/Speaker Contract	6/29/2005	VP-Programming		
	Attendee hurt by malfunctioning A/V equipment	3	3	Ensure that all equipment is working properly prior to presenter/attendee set up of presentation. Keep people away from close proximity.	Facilities Coordinator Tasklist/Speaker Contract	6/29/2005	VP-Programming		
	Attendee damages speaker's or facility's A/V equipment			Ensure that all equipment is working properly prior to presenter/attendee set up of presentation. Keep people away from close proximity.	Build into speaker contract that speaker assumes all responsibility regarding their A/V equipment; build into facility's checklist to verify equipment is working properly. Add sponsor LCD to ASTD insurance policy for coverage.	6/29/2005	VP-Programming / President (insurance policy)		
	Attendee hit/hurt by another attendee	4	3	Offer assistance and ensure member safety.	Facility Coordinator Task List/General Code of Ethics	6/29/2005	VP-Programming		
	Attendee hit/hurt by wait staff	4	3	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming		
	Environment too hot	5	2	Set a standard temperature that is requested to all facilities (70 degrees)	Facility Expectations	6/29/2005	VP-Programming		
	Environment too cold	5	2	Set a standard temperature that is requested to all facilities (70 degrees)	Facility Expectations	6/29/2005	VP-Programming		
	Food dropped on a member	4	3	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming		
	Glassware/dishware/eating/serving utensils dropped on member	4	3	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming		
	Leader makes derogatory comment about a member/company/group at the podium	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Code of Ethics		President		
	sexual harassment	3	4	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Code of Ethics		President		
	Attendee threatens violence against another attendee at meeting	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Code of Ethics		President		
	Attendees are exposed to chemicals at meeting	4	5	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List/Cancellation Policy/Speaker Contract	6/29/2005	VP-Programming		
	Attendees are exposed to operating equipment at meeting	5	5	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List/Cancellation Policy/Speaker Contract	6/29/2005	VP-Programming		
	Attendees are exposed to contagious disease at meeting	5	5	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List/Cancellation Policy/Speaker Contract	6/29/2005	VP-Programming		
	Paper cuts	4	1	Alert all attendees to possibility of being exposed, ensure that facility and ASTD has a first aid kit accessible.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming/Dir. Of Registration		
	No one shows up	3	2	Existing 72-hr. no-show policy covers billing of no-shows.	Cancellation Policy	6/29/2005	VP-Programming		
	Slips, Trips & Falls	5	4/5	Alert all participants of stairs or floors that could cause a trip or fall. Use appropriate signage.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming		
	Inclement weather requires meeting cancellation	2	2	Create meeting cancellation policy to include a section on inclement weather & notification policy	Cancellation Policy	6/29/2005	VP-Programming		
	Weather damages facilities during meeting	2/3	5	Alert all attendees to possibility of being exposed, ensure facility has proper evacuation and safety plans.	Facility Expectations/Facility Coordinator Task List/Cancellation Policy/Speaker Contract	6/29/2005	VP-Programming		
	Fire/smoke breaks out at facility	2/3	5	Alert all attendees to possibility of being exposed, ensure facility has proper evacuation and safety plans.	Facility Expectations/Facility Coordinator Task List/Cancellation Policy/Speaker Contract	6/29/2005	VP-Programming		
	Attendee/Member takes registration petty cash fund	2/3	2	Money should be kept in secure box at all times. Should be in possession of appropriate board member at all times. Audited Quarterly.	Glenda to sign off on ledger with beginning petty cash balance; Reg. Dir. To sign off at beginning of meeting & end of meeting for ending balance	Pending- emailed glenda/meredith for current process. Lockbox purchased.	VP-Programming		
	Admin. Asst./Registration Dir. Doesn't receive an online registration	5	2	Email confirmation is sent to both registrant and Administrative Assistant of ASTD-Lincoln.	confirmation email sent to member & admin asst.	As needed	Director of Website		
	Admin. Asst./Registration Dir. Doesn't receive a voice mail registration	5	2	Administrative Assistant sends registration confirmation via email/voicemail.	allow walk-ins to pay for meeting	6/29/2005	VP-Programming / Administrative Assistant		
	Online registration confirmation misrouted to unauthorized recipient	4	2	Email confirmation is sent to both registrant and Administrative Assistant of ASTD-Lincoln to ensure secure delivery.	confirmation email sent to member & admin asst.	As needed	Director of Website		
Hold Board Meetings									
	Environment too hot	5	2	Set a standard temperature that is requested to all facilities (70 degrees)	See remedy	1/7/2005	President		
	Environment too cold	5	2	Set a standard temperature that is requested to all facilities (70 degrees)	See remedy	1/7/2005	President		

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Leader makes inappropriate remarks that offend almost everyone at the meeting	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	President			
	Board member inappropriately solicits business from other board members/general membership	5	3	Ensure that all members know that ASTD-Lincoln is a place for Networking and that the environment is not appropriate for hostile or unwanted sales calls/pressure	See Code of ethics	Ongoing	President, President-Elect			
	Sexual harassment	3	4	Ensure that all chapter events are a safe environment for all and that any type of sexual commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	President			
	Leader makes remarks that offends only one person at the meeting			Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	President			
	Leader threatens violence against another leader at meeting	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	President			
	Attendees are exposed to chemicals at meeting	4	5	Offer assistance & ensure member safety	See remedy	As needed	President			
	Attendees are exposed to contagious disease at meeting	5	5	Offer assistance & ensure member safety	See remedy	As needed	President			
	Paper cuts	4	1	Ensure facility has an accessible first aid kit	Verify w/facility that first aid kit is accessible	1/7/2005	President			
	No one shows up	3	2	Policy is set for Board Member attendance to Board Meetings. All members should call President/Pres-Elect to notify if they will not attend.	Send reminder e-mail to board prior to each meeting	3-5 days prior to each meeting	President			
	Slips, Trips & Falls	5	4/5	Alert all participants of stairs or floors that could cause a trip or fall. Use appropriate signage.	See remedy	3-5 days prior to each meeting	Exec. Board			
	Weather damages facilities during meeting	2/3	5	Alert all attendees to possibility of being exposed, ensure facility has proper exit & safety plans.	See remedy	Immediately following occurrence	President			
	Inclement weather require meeting to be cancelled	2	2	Create board meeting cancellation policy to include a section on inclement weather cancellation	Board meeting cancellation policy	11/5/2005	President			
	Fire/smoke breaks out at facility	2/3	5	Alert all attendees to possibility of being exposed, ensure facility has proper exit & safety plans.	verify w/facility of emergency exits prior to meeting	1/7/2005	President			
	Confidential information regarding members/actions is released to non-board members	5	3	Create privacy policy regarding board members not divulging confidential information / Ensure that all measures are taken to keep membership information secure in all formats that it may be kept in.	Create Code of Ethics	August board meeting	President			
Big Event										
	See all risks related to monthly meetings/half & all-day workshops/facility tours & offering programming						Big Event Chairs			
	Display sponsors' logos/images/slogan incorrectly	4	3	Ensure with Programming and presenter that all information is correct for each individual program including all company names, logos, website or email addresses.	Send proofs on all promotional material for sponsor approval	As needed	Marketing Committee			
	Misrepresent ROI for sponsorship	3	3	Ensure that all aspects of the contract are quickly adhered to as soon as notification of non-adherence is received. Allow free sponsorship at two more meetings during the year.	Review all sponsorship solicitation collateral to ensure sponsor benefits are realistic & attainable	Prior to sponsor contact	Big Event Chair/Co-Chairs			
	Sponsors don't fulfill financial commitment	3	3	In sponsor contract, it should be duly noted that non-adherence to the contract could result in non-sponsorship for life.	Provide sponsors with a commitment letter outlining sponsorship amount & payment agreement	Immediately following verbal agreement from sponsor	Big Event Chair/Co-Chairs & Admin. Asst.			
Should we have Shannon create? G. Bills did not.	Inadequate event promotion - not enough attendees.	4	3	Chapter will use Marketing checklist to ensure that all attempts of promoting event are taken.	Create Marketing checklist for all ASTD events	10.01.05	Director of Marketing			
	ASTD-Lincoln Contract Requirements not met	3	4	Big Event Committee Chair(s) will have all contracts reviewed by board member and attorney	Will be included as recommendation in Big Event Notebook	As Needed	Big Event Chair(s), President, President-Elect			
	Second Party (Facilitator/Speaker) Contract Requirements not met	3	4	Big Event Committee Chair(s) will have all contracts reviewed by board member and attorney	Will be included as recommendation in Big Event Notebook	As Needed	Big Event Chair(s), President, President-Elect			
Workplace Learning & Performance Series										
	See all risks related to monthly meetings/half & all-day workshops/facility tours & offering programming									
	Speaker/ASTD-Lincoln/Sponsor does not follow through on all stipulations of contract for event.			President-Elect will confirm all contract obligations are met						
	A/V equipment does not work	5	2	Require speakers to have paper/overhead backup of their presentation. Handouts should be made for all attendees	Confirm w/Partner that all equipment is in working order prior to start of workshop	Morning of workshop	Pres-Elect			
	Attendee hurt by malfunctioning A/V equipment	3	3	Ensure that all equipment is working properly prior to presenter/attendee set up of presentation.	Confirm w/Partner that they have a contingency policy in place	Prior to workshop	Pres-Elect			
	Attendee hit/hurt by another attendee	4	3	Offer assistance and ensure member safety.	See remedy	Immediately following occurrence	Pres-Elect			
	Attendee hit/hurt by wait staff	4	3	Offer assistance and ensure member safety.	Ensure enough room between tables for accomodation.	Prior to lunch time	Pres-Elect			

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Environment too hot	5	2	Set a standard temperature that is requested to all facilities (70 degrees)	Check room temperature & coordinate changes w/Partner	Morning of workshop	Pres-Elect			
	Environment too cold	5	2	Set a standard temperature that is requested to all facilities (70 degrees)	Check room temperature & coordinate changes w/Partner	Morning of workshop	Pres-Elect			
	Food dropped on a member	4	3	Offer assistance and ensure member safety.	Confirm w/Partner that they have a contingency policy in place	Prior to workshop	Pres-Elect			
	Glassware/dishware/eating/serving utensils dropped on member	4	3	Offer assistance and ensure member safety.	Confirm w/Partner that they have a contingency policy in place	Prior to workshop	Pres-Elect			
	Leader makes derogatory comment about a member/company/group at the podium	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	Pres-Elect			
	Sexual harassment	3	4	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	Pres-Elect			
	Attendee threatens violence against another attendee at meeting	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Create Code of Ethics	August board meeting	Pres-Elect			
	Attendees are exposed to chemicals at meeting	4	5	Offer assistance & ensure member safety	Confirm w/Partner that they have a contingency policy in place	Prior to workshop	Pres-Elect			
	Attendees are exposed to operating equipment at meeting	5	5	Offer assistance & ensure member safety	Confirm w/Partner that they have a contingency policy in place	Prior to workshop	Pres-Elect			
	Attendees are exposed to contagious disease at meeting	5	5	Offer assistance & ensure member safety	See remedy		Pres-Elect			
	Paper cuts	4	1	Ensure facility has an accessible first aid kit	Verify w/facility that first aid kit is accessible	Prior to workshop	Programming Dir.			
	No one shows up	3	2	Chapter will use Marketing checklist with Partner to ensure that all attempts of promoting event are taken.	See remedy		Pres-Elect & Partner Contact			
	Slips, Trips & Falls	5	4/5	Alert all participants of stairs or floors that could cause a trip or fall. Use appropriate signage.	See remedy	Prior to workshop	Pres-Elect & Partner Contact			
	Weather damages facilities during meeting	2/3	5	Alert all attendees to possibility of being exposed, recommend seeing Physician ASAP.	See remedy	Immediately following occurrence	Pres-Elect & Partner Contact			
	Fire/smoke breaks out at facility	2/3	5	Alert all participants of fire exits at opening of program.	verify w/facility of emergency exits prior to meeting	Prior to workshop	Pres-Elect & Partner Contact			
	Inclement weather require meeting to be cancelled	2	2	Create meeting cancellation policy to include a section on inclement weather cancellation	Cancellation policy		Pres-Elect			
	Partner doesn't forward the chapter's profit margin.	1	2	Contract should be signed and returned by first marketing deadline-two months before. If no signed contract, location can't be used.	Verify existence of a current contract; if none, create contract w/collaboration of SCC contact	Prior to first marketing deadline	Pres-Elect & Partner Contact			
	Pres-Elect isn't able to stay for the duration of the workshop	3	3	Pres-Elect will find a board replacement to fill in during his/her absence	See remedy	Two weeks prior to workshop	Pres-Elect			
Offer Programming										
	Speaker doesn't show for unknow reasons (no show)	4	2/3	Have back up plan to have round table discussions. Notify membership that this will be program back up plan. Speaker contract should by duly noted that nonappearance will result in nonpayment and non-allowance to speak again.	Round Table Discussion Backups Created/Speaker Contract/Cancellation Policy.	6/29/2005	VP-Programming			
	Speaker doesn't show for reasons out of their (i.e. - inclement weather, flight cancellation)	2	2/3	Have back up plan to have round table discussions. Notify membership that this will be program back up plan. Speaker contract should by duly noted that negotiations for payment of expenses incurred up to the point of nonappearance due to uncontrollable circumstances will be brought before the board for consideration	Round Table Discussion Backups Created/Speaker Contract/Cancellation Policy.	6/29/2005	VP-Programming			
	Speaker makes inappropriate remarks that offend almost everyone at the meeting	4	3	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Speaker Contract/Code of Ethics	6/29/2005	VP-Programming & President			
	Speaker makes remarks that offends only one person at the meeting	5	2	Ensure that all chapter events are a safe environment for all and that any type of derogatory commentary or harassment will not be tolerated.	Speaker Contract/Code of Ethics	6/29/2005	VP-Programming & President			
	Speaker sells from the podium	5	2	In speaker contract, it should be duly noted that all content in presentation is for educational and informative purposes only and no selling or advertising is allowed.	Speaker Contract/Code of Ethics	6/29/2005	VP-Programming & President			
	Speaker misrepresents the program's content	5	2	In speaker contract, it should be duly noted that misrepresentation of content could result in non-payment.	Speaker Contract/Code of Ethics	6/29/2005	VP-Programming & President			
	VP-Finance neglects to pay contracted speaker	2	3	Ensure quick payment to Speaker and reimbursement for any additional charges incurred due to the late payment.	VP of Finance to email ASTD Requestor that request has been received and paid.	6/29/2005	VP-Programming & President			
	Speaker loses presenter gift & requests a replacement	5	2	Include disclosure in speaker contract that states that compensation or honorariums once delivered are not the responsibility of ASTD.	Speaker Contract	6/29/2005	VP-Programming			
	Speaker damages ASTD's or Facility's A/V equipment	4	3/4	In speaker contract, it should be duly noted that all A/V Equipment damage by them will be their sole responsibility.	Speaker Contract	6/29/2005	VP-Programming			
	Speaker presents copyrighted material without appropriate authorization	4	4	Ensure that presenter has all appropriate documentation for use of content before giving their presentation.	Speaker Contract/Code of Ethics	6/29/2005	VP-Programming & President			

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Attendee uses speaker's copyrighted material without appropriate authorization	5	3/4	Ensure that all steps are quickly taken to obtain copyright permission as soon as notification of non-permission is received. Correspond in writing to the attendee that this is not acceptable. Ensure that all members/attendees are reminded of this annually.	Create Code of Ethics which will include this item	August board meeting	President			
	Speaker doesn't sign contract	4	2	Speaker contract should be signed and returned by first marketing deadline-two months before. If no signed contract, speaker can't present.	Speaker Contract	6/29/2005	VP-Programming			
	Programming Committee doesn't obtain signed contract	3	2	Obtain signed contract even if after the fact.	Lead Person Task List/Code of Ethics	6/29/2005	VP-Programming & President			
	Programming Committee doesn't adhere to signed contract	2	2	Ensure that all aspects of the contract are quickly adhered to as soon as notification of non-adherence is received.	Code of Ethics		President			
	Speaker doesn't adhere to signed contract	2	2	In speaker contract, it should be duly noted that non-adherence to the contract could result in non-payment.	Speaker Contract	6/29/2005	VP-Programming & President			
	Programming Committee doesn't obtain board approval on excessive speaker expenses	2	2	Ensure quick payment to Speaker and reimbursement for any additional charges incurred due to the late payment.	Lead Person Task List/Code of Ethics	6/29/2005	VP-Programming & President			
Serve food										
	Attendee chokes on his/her food.	4/5	5	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Attendee(s) contract(s) food poisoning.	4	3	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Food triggers an attendee's food allergies	3/4	3	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Food burns an attendee's mouth or other body part	4	3	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Server spills food on an attendee & ruins clothes	4	2	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Attendee spills food on him/herself & ruins clothes	5	1	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Attendee dislikes the food	5	2	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Food is unsanitary (hair/bug found in it)	3	2	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Food is inappropriate in temperature	5	2	Offer assistance and ensure member safety.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	Food is of low quality	4	2	Offer refund for food.	Facility Expectations/Facility Coordinator Task List	6/29/2005	VP-Programming			
	First Aid Treatment Needed	4	2	Highly encourage First Aid Training of Executive Committee	see remedy	6/29/2005	President			
Collect money										
- cash										
	Money is stolen	3	2	Money should be kept in secure box at all times. Should be in possession of appropriate board member at all times.	Police or appropriate report should be filed to ensure reimbursement if insurance claim is filed .	1/20/2005	Director of Registration			
	Money is lost.	3	2	Money should be kept in secure box at all times. Should be in possession of appropriate board member at all times.	See remedy.	1/20/2005	Director of Registration			
	Money is counterfeit.	2/3	2	Person collecting money should do best possible job to ensure money taken is legit.	Money in question should be taken to bank for verifications or to be turned in.	1/20/2005	Director of Registration			
	Petty cash for change is lost.	3	2	Money should be kept in secure box at all times. Should be in possession of appropriate board member at all times.	See remedy.	1/20/2005	Director of Registration			
	Petty cash for change is stolen.	3	2	Money should be kept in secure box at all times. Should be in possession of appropriate board member at all times.	Police or appropriate report should be filed to ensure reimbursement if insurance claim is filed .	1/20/2005	Director of Registration			
	Member bypasses check-in & doesn't pay	4	2	Appropriate board member should sit at back table by door/registration table to catch late arrivals.	Volunteers at each meeting should ensure that participants/guests go through the registration table. If a person does not have a name tag, they should be asked to see if they stopped at the registration table to check in.	1/20/2005	Director of Registration			
	Incorrect change given to member (too much)	3	2	Amount of change given to member should be listed on registration to ensure no one is given too much/little change.	If discrepancy is found, correct the matter with member that change was given to.	1/20/2005	Director of Registration			
- credit cards										
	Credit card info is compromised from online registration.	4	4	Director of website should in contact with site host, insure that all transactions on ASTD-Lincoln site are secure.	Director of website should in contact with site host, insure that all transactions on ASTD-Lincoln site are secure. Financial institution and payee should be notified.	Ongoing	Director of Website/Admin. Assistant	we decided that all of these would be audited quarterly.		
	Credit card info is overheard at program or on phone for registration.	2/3	4	Should direct members to the website to register limiting the amount of information that could be overheard.	It should be suggested to the member that they track charges to their card to ensure no improper charges occur from unauthorized users.	Ongoing	Director of Website/Admin. Assistant			
	Member's identity is stolen from online credit card acceptance/registration.	4	4	Ensure that all secure transaction measures are taken for online registration.	Ensure that all secure transaction measures are taken for online registration. Assist Member in identifying possible fraud.	Ongoing	Director of Website/Admin. Assistant			
	ASTD-Lincoln Credit card is compromised, lost, stolen, or unapproved charges are made on card	3	4	Online access has been set up for VP of Finance, President and President Elect to be able to view and make payments on ASTD-Lincoln Credit Cards	VP of Finance will randomly check balance and Credit Card information online	Ongoing	VP of Finance, President, President-Elect			
	Incorrect amount debited to credit card account	3/4	3	Inform participant of mistake and charge correct amount.	Inform participant and financial institution of mistake and charge correct amount.	Ongoing	Director of Website/Admin. Assistant			
- checks										
	Checks with personal & financial institution info are lost.	3	4	Checks should be kept in secure box at all times. Should be in possession of appropriate board member at all times.	Director of registration should notify the member and financial institution immediately to stop any fraudulent charges from occurring.	1/20/2005	Director of Registration/Admin. Assistant	we decided that all of these would be audited quarterly.		
	Checks with personal & financial institution info are stolen.	3	4	Checks should be kept in secure box at all times. Should be in possession of appropriate board member at all times. If checks are stolen, members should be notified immediately so that they may inform their financial institution.	Director of registration should notify the member and financial institution immediately to stop any fraudulent charges from occurring.	1/20/2005	Director of Registration/Admin. Assistant			
	Member's identity is stolen from personal info on check face (i.e.-camera phone)	3	4	Money/check should be kept in secure box at all times. Should be in possession of appropriate board member at all times.	Director of registration should notify the member and financial institution immediately to stop any fraudulent charges from occurring.	1/20/2005	Director of Registration/Admin. Assistant			

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	Non-collection of funds from member's bank (due to insufficient funds, unauthorized user, check not signed, stop payment issued)	4/5	2	Chapter should request alternate payment from member & make note not to accept original form of payment for future events.	Admin. Asst. will invoice member requesting a different method of payment & make note of the occurrence. Any penalty fee incurred by ASTD will be billed back to the member on the invoice. If NSF occurs twice, AA will note to not accept member's checks for any future events.	1/20/2005	Director of Registration/Admin. Assistant			
	Member submits stolen check (check fraud)	2	2	Owner of check and financial institution should be notified immediately.	Director of registration should notify the financial institution immediately to stop any fraudulent charges from occurring.	1/20/2005	Director of Registration/Admin. Assistant			
	Incorrect amount collected from bank (line amount differs from boxed figure)	2	2	Amount should be corrected and payee and financial institution should be notified immediately.	Inform participant and financial institution of mistake and charge correct amount.	1/20/2005	Director of Registration/Admin. Assistant			
Spend money										
	Board overspends its budget.	5	3	Make sure there are reserves or do additional workshops to make up the difference	Have addl workshops lined up and have treasurer watch reserves every month	Ongoing	President, VP-Programming & VP-Finance			
	Chapter Funds are embezzled by member	4	4	All chapter funds are overseen by VP of Finance, President, and Admin Assistant	Violator would be prosecuted	Ongoing	VP of Finance, President, Admin Assistant			
	ASTD-Lincoln Credit card is compromised, lost, stolen, or unapproved charges are made on card	3	4	Online access has been set up for VP of Finance, President and President Elect to be able to view and make payments on ASTD-Lincoln Credit Cards	VP of Finance will randomly check balance and Credit Card information online	Ongoing	VP of Finance, President, President-Elect			
	ASTD-Lincoln Checks copied or duplicated and money is withdrawn from account	3	4	Online access to financial accounts set up for VP of Finance to periodically check account balances/transactions	Take all measures to ensure safety of ASTD-Lincoln Financial Documents	Ongoing	VP of Finance			
	Board depletes financial reserves.	4	3/4	Hold fundraisers, extra workshops	Have addl workshops lined up and hold fundraisers ahead of time.	Ongoing	VP-Programming & Board			
	Board doesn't track its expenses or they're not entered into accounting software.	2	3	Administrative assistant tracks all financials in financial software program and gives monthly update to board members / Have a formal procedure on process, reprimand member who doesn't adhere to it	See remedy	Ongoing	President, VP-Finance & Admin. Asst.			
	Board doesn't reinvest available funds into chapter for quality improvement	3	2	40% of net income should be reinvested in chapter during five-year period	Set the dollar amount	Ongoing	Exec. Board			
Maintain Membership Database - online										
	Membership database is sold by a member.	3	3	Clearly state on website and reminders in newsletter as to the appropriate uses for the membership database.	Members access to database is revoked for a determined period of time. (MM)	Ongoing	Director of Web	No action. Policy exists on the website. (BE)	N/A	Dir. Of Web Site
	Membership database is compromised via the web site.	4	4	Password protect the membership database. Change password every quarter or 6 months.	Password protect the membership database. Change password every quarter or 6 months.	Ongoing	Director of Web	Request password be changed every 6 months.	May 30 & December 30 2005	Dir. Of Web Site
	Member prints off copies of membership database & distributes them to non-members	3	3	Clearly state on website and reminders in newsletter as to the appropriate uses for the membership database.	Members access to database is revoked for a determined period of time.	Ongoing	Director of Web	No action. Policy exists on the website.	N/A	President & Dir. Of Web Site
	Updates aren't made regularly	5	2	Ensure that all updates are made at the beginning of each month with web page update.	Admin Assistant checks that all updates are current.	Ongoing	Director of Web	Request Admin. Assistant send updates to website manager when received.	1/31/2005	Dir. Of Web Site
	Members don't advise chapter of contact info changes	5	1	Send reminders to membership quarterly to request information updates.	Send reminders to membership quarterly to request information updates.	Ongoing	Director of Web	Add to newsletter quarterly & keep reminder posted on website.	1/31/2005	Dir. Of Web Site
- admin. Asst.										
	Admin's PC is compromised	3	3	All members with direct access to database should treat their PC as a safe. Each should take appropriate measures to secure their PC from virus's, spy ware, or any inappropriate users.	All members with direct access to database should treat their PC as a safe. Each should take appropriate measures to secure their PC from virus's, spy ware, or any inappropriate users. Should check for vulnerability every 3 months.	2/1/2005	Admin. Assistant			
- vp-communication										
	VP-Communication's PC is compromised	3	3	All members with direct access to database should treat their PC as a safe. Each should take appropriate measures to secure their PC from virus's, spy ware, or any inappropriate users.	All members with direct access to database should treat their PC as a safe. Each should take appropriate measures to secure their PC from virus's, spy ware, or any inappropriate users. Should check for vulnerability every 3 months.	2/1/2005	VP Communication			
- web site director										
	Web Site Director's PC is compromised	5	3	All members with direct access to database should treat their PC as a safe. Each should take appropriate measures to secure their PC from virus's, spy ware, or any inappropriate users.	All members with direct access to database should treat their PC as a safe. Each should take appropriate measures to secure their PC from virus's, spy ware, or any inappropriate users. Should check for vulnerability every 3 months.	2/1/2005	Director of Website			
Sell Membership Info										
	Chapter doesn't have a member list distribution policy	1	2	ASTD-Lincoln has a membership policy in place. It is available on the web or via paper copy.	Membership policy is updated every year and available to all members. (MM)	Ongoing	Director of Website	No action. Policy exists on the website. (BE)	N/A	

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Chapter doesn't make distribution policy available to membership	1	2	ASTD-Lincoln has a membership policy in place. It is available on the web or via paper copy.	ASTD-Lincoln has a membership policy in place. It is available to all members on the web or via paper copy.	Ongoing	Director of Website/Admin. Assistant	No action. Policy exists on the website.	N/A	
	Chapter sells/exchanges its list for non-training event	1	2	ASTD-Lincoln has a membership policy in place. It is available on the web or via paper copy.	Members should be notified that list will be distributed prior to its sale/exchange.	Ongoing		No action. Policy exists on the website.	N/A	
	Recipient organizations sell/rent ASTD members' info	3	3	Chapter should include a release letter with mailing labels indicating the agreed upon use of the membership list for the specific event.	ASTD-Lincoln should not sell/exchange membership information with that organization again.	Ongoing	President	Create Release Letter format	February 29, 2005	VPs Membership & Communication
	Member sues chapter for releasing his/her info	3	4	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information.	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information.	Ongoing	Exec. Board & Communications Committee	No action. Policy exists on the website.	N/A	
	Board members misuse info	3	3	Create privacy policy regarding board members not divulging confidential information & have board members sign it / Ensure that all measures are taken to keep membership information secure in all formats that it may be kept in.	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee	Write policy letter & present to board for signatures	February 29, 2005	VP Membership
	Info not secure	1	3	Ensure that all measures are taken to keep membership information secure in all formats that it may be kept in.	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee	Include in Policy letter	February 29, 2005	VP Membership
	Chapter doesn't limit the sale or exchange of its member list	1	3	Chapter only sells membership list for training or educational programs to alike professional organizations.	Chapter discontinues the sale of its membership information.	Ongoing	Exec. Board & Communications Committee	No action. Policy exists on the website.	N/A	
	Chapter doesn't offer members an "opt out" to remove their addresses	5	3	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information.	ASTD-Lincoln offers an Opt out to all members for Member Directory listing of personal information.	Ongoing	Membership/communications committees	No action. Policy exists on the website.	N/A	
	An association the chapter gave/sold membership database to in the past are still using it for their benefit.	4	2	Add fake name (seed) to DB when given out to another association to see that they do not use the DB for other events/purposes.	Add fake name (seed) to DB when given out to another association to see that they do not use the DB for other events/purposes.	Ongoing	Director of Web	As stated in remedy column.	As needed	?
Website										
	Website hacked	3	2	Require website host to furnish their written security policy for monitoring the website and servers for hackers. Policy should include notification of Director of Website of hacking that occurs.	Obtain host policy and ensure risk is addressed and adequate procedures in place.	12/1/2006	Director of Website			
	Website offline for an extended period of time (longer than 4 hours).	2	2	Ask for website hosts redundancy and disaster recovery policies.	Obtain host policy and ensure risk is addressed and adequate procedures in place.	12/1/2006	Director of Website			
	Broken links on website.	4	2	Note on website to contact Director of Website with any broken links. Director of Website should implement a policy of how and how often the website will be monitored for broken links.	Develop policy and update website pages.	12/1/2006	Director of Website			
	Website not kept current	4	2	Expectations documented regarding timely maintenance of the site.	Develop expectations	12/1/2006	VP Communications and Director of Website			
	Website code, graphics, documents and images stored on host server are lost due to hardware failure or disaster.	3	2	Ask for website hosts redundancy and disaster recovery policies.	Obtain host policy and ensure risk is addressed and adequate procedures in place.	12/1/2006	Director of Website			
	Ensure that we have received written permission to post pictures (by photographer if copyright protected or by subjects in the picture).	4	3	Written authorization policy.	Develop policy	12/1/2006	VP Communications and Director of Website			
Elect Officers										
	Confidential information regarding members/actions is released to non-board members	5	3	Create privacy policy regarding board members not divulging confidential information & have board members sign it / Ensure that all measures are taken to keep membership information secure in all formats that it may be kept in.	Create Code of Ethics.	August board meeting	President			
	Election result information is shared with board	5	2	Election information/results compiled in Survey Monkey will be exported into excel removing all voter information	Election results/information will be sent to Current President, Pres-Elect, and incoming Pres-elect	Ongoing	Admin. Assistant, President, President-Elect			
	VP-Finance/President steals chapter funds	4	4	Bond/insure all board members with signatory privileges	Research bonding process	Year-end	President			
	Officers make poor monetary decisions	5	3	VP-Finance & Admin. Asst. should have the role of financial "watch dogs" & call to the other board members' attention to poor/reckless spending	Confirm w/VP-Finance & Admin. Asst. their role in keeping the board fiscally responsible	January	President			
	Officer doesn't follow through on his/her duties & responsibilities	5	3	Create letter of intent for each position & have board members sign it	Create Code of Ethics.	August board meeting	President			
	Officer attends half or fewer monthly programs	5	3	Amend bylaws Article III, Section G (Attendance) to include monthly programs; 3 absences from monthly meetings is grounds for removal; President approval will take precedent.	Create Code of Ethics.	August board meeting	President			
	Officer attends half or fewer board meetings	4	3	Amend chapter bylaws Article III, Section G (Attendance) to remove "consecutive" & "unexcused"; 3 absences from board meetings is grounds for removal; President approval will take precedent.	See remedy		President			
Marketing - external										
	Chapter provides inaccurate contact info	5	2	Ensure with Programming and presenter that all information is correct for each individual program.	Correct information immediately and send apology to presenter.	Take Action at any time.	VP Programming, VP Communication			
	Chapter provides inaccurate event info	5	2	Ensure with Programming and presenter that all information is correct for each individual program.	Correct information immediately and send apology to presenter.	Take Action at any time.	VP Programming, VP Communication			
	Display sponsors' logos/images/slogan incorrectly	4	3	Ensure with Programming and presenter that all information is correct for each individual program including all company names, logos, website or email addresses.	Correct information immediately and send apology to presenter.	Take Action at any time.	VP Communication, Director Marketing			
	Marketing piece offends a sponsor	3	2	Ensure that all sponsors see draft of marketing before sent to membership/public.	Correct/redesign/remove information immediately and send apology to sponsor.	Take Action at any time.	Director of Marketing			

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Inadequate event promotion - not enough attendees	4	3	Chapter will use Marketing checklist to ensure that all attempts of promoting event are taken.	see remedy.	Take Action at any time.	VP Programming, VP Communication			
	Chapter uses unauthorized copywritten material	4	3	Chapter will receive permission in writing for all copy written material.	Create Code of Ethics.	August board meeting	President			
	Chapter excludes appropriate acknowledgements	4	3	Chapter will receive and keep on file all permissions in writing for all copy written material.	see remedy.	Take Action at any time.	VP Programming, VP Communication			
	Marketing piece offends a member	3	2	Provide proofs to board and/or committees for feedback prior to release	see remedy. Send letter of apology to member.	Take Action at any time.	Director of Marketing			
	Marketing piece offends multiple members	3	2	Provide proofs to board and/or committees for feedback prior to release	see remedy. Marketing piece will be pulled, and letter of apology will be sent to members.	Take Action at any time.	Director of Marketing			
	Marketing piece offends a non-member	3	2	Provide proofs to board and/or committees for feedback prior to release	see remedy. Marketing piece will be pulled, and letter of apology will be sent to non-members.	Take Action at any time.	Director of Marketing			
	Marketing piece offends multiple non-members	3	2	Provide proofs to board and/or committees for feedback prior to release	see remedy. Marketing piece will be pulled, and letter of apology will be sent to non-members.	Take Action at any time.	Director of Marketing			
	Offended recipient threatens legal action against chapter	3	3	Chapter should attempt all out-of-court reconciliation options before obtaining legal counsel	see remedy.	Take Action at any time.	Communication & Programming Committees			
- internal										
	Chapter provides inaccurate contact info	4	2	Ensure with Programming and presenter that all information is correct for each individual program.	Correct information immediately and send apology to presenter.	On-going	VP Programming, VP Communication			
	Chapter provides inaccurate event info	4	2	Ensure with Programming and presenter that all information is correct for each individual program.	Correct information immediately and send apology to presenter.	On-going	VP Programming, VP Communication			
	Display sponsors' logos/images/slogan incorrectly	4	3	Ensure with Programming and presenter that all information is correct for each individual program including all company names, logos, website or email addresses.	Correct information immediately and send apology to presenter.	On-going	VP Communication, Director of Marketing			
	Marketing piece offends a sponsor	4	3	Ensure that all sponsors see draft of marketing before sent to membership/public.	Correct/redesign/remove information immediately and send apology to sponsor.	On-going	Director of Marketing			
	Inadequate event promotion - not enough attendees.	4	3	Chapter will use Marketing checklist to ensure that all attempts of promoting event are taken.	see remedy.	On-going	VP Programming, VP Communication			
	Chapter uses unauthorized copywritten material	4	3	Chapter will receive permission in writing for all copy written material.	Create Code of Ethics.	August board meeting	President			
	Chapter excludes appropriate acknowledgements	4	3	Chapter will receive and keep on file all permissions in writing for all copy written material.	see remedy.	On-going	VP Programming, VP Communication			
	Marketing piece offends a member	4	2	Provide proofs to board and/or committees for feedback prior to release	see remedy. Marketing piece will be pulled, and letter of apology will be sent to members.	On-going	Director of Marketing			
	Marketing piece offends multiple members	4	2	Provide proofs to board and/or committees for feedback prior to release	see remedy. Marketing piece will be pulled, and letter of apology will be sent to members.	On-going	Director of Marketing			
	Offended recipient threatens legal action against chapter	4	3	Chapter should attempt all out-of-court reconciliation options before obtaining legal counsel	see remedy.	On-going	Director of Marketing			
- e-mailing documents										
	Chapter doesn't abide to membership opt out requests	3	2	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information that all members are required to follow.	see remedy.	On-going	VP Membership			
	Chapter e-mails unauthorized copywritten material	3	3	Chapter will receive and keep on file all permissions in writing for all copy written material.	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee			
	E-mail ends up in a quarantine folder, never to be read by recipient	4	2		see remedy.	On-going	VP Communication/ Admin. Assistant			
	E-mail offends a member recipient	3	2	Provide contact e-mail for offended member to voice his/her feedback	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee			
	E-mail offends multiple member recipients	3	2	Provide contact e-mail for offended members to voice their feedback	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee			
	E-mail offends a non-member recipient	3	2	Provide proofs to board and/or committees for feedback prior to release	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee			
	E-mail offends multiple non-member recipients	3	2	Provide proofs to board and/or committees for feedback prior to release	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee			
	Offended recipient threatens legal action against chapter	3	3	Chapter should attempt all out-of-court reconciliation options before obtaining legal counsel	Create Code of Ethics & Promotions Policy to distribute to membership	August board meeting	Exec. Board & Communications Committee			
- phone calling										
	Chapter doesn't abide to membership opt out requests	3	2	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information that all members are required to follow.		On-going	VP Membership			
	Call offends a member	3	2	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information that all members are required to follow.		On-going	VP Membership			
	Call offends multiple members	3	2	ASTD-Lincoln offers an Opt out for Member Directory listing of personal information that all members are required to follow.		On-going	VP Membership			
	Call offends a non-member	3	2	Evaluate necessity of calling non-members. If offended, appropriate board member should contact offended non-member to apologize/rectify situation		On-going	VP Membership			

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Call offends multiple non-members	3	2	Evaluate necessity of calling non-members. If offended, appropriate board member should contact offended non-members to apologize/rectify situation		On-going	VP Membership			
	Offended callee threatens legal action against chapter	3	3	Chapter should attempt all out-of-court reconciliation options before obtaining legal counsel		On-going	VP Membership			
Contract Admin. Asst.										
	Assistant steals chapter funds	3	2	Request assistant be bonded or take out appropriate insurance to cover chapter in event of stolen funds.	Research bonding process	2005 Year-end	President			
	Assistant miscalculates financial statements	3	2	Have all VPs & Directors review the monthly financials at each board meeting & advise the President & assistant of any discrepancies	See remedy	On-going	Board			
	Assistant doesn't turn over all chapter records if admin services are terminated	3	2	Sign appropriate "work for hire" agreement with assistant outlining turnover time of chapter records upon terminated services & have database copies managed by other board members (i.e. - Web Site Director/VP-Communications manages membership database)	Collaborate w/Admin. Asst. on creating a "work for hire" agreement; bring before board for a vote	Feb	President			
	Assistant discloses chapter information to unauthorized third parties	3	3	Sign appropriate "work for hire" agreement with assistant outlining non-disclosure of chapter information to any third party	Collaborate w/Admin. Asst. on creating a "work for hire" agreement; bring before board for a vote	Feb	President			
	Assistant discloses member information to unauthorized third parties	3	3	Sign appropriate "work for hire" agreement with assistant outlining non-disclosure of member information to any third party	Collaborate w/Admin. Asst. on creating a "work for hire" agreement; bring before board for a vote	Feb	President			
	Assistant discloses chapter finances to unauthorized third parties	3	2	Sign appropriate "work for hire" agreement with assistant outlining non-disclosure of financial information to any third party	Collaborate w/Admin. Asst. on creating a "work for hire" agreement; bring before board for a vote	Feb	President			
	Assistant "sells" services via membership-wide communication pieces (i.e. - e-mail signature)	3	2	Sign appropriate "work for hire" agreement with assistant outlining appropriate release of chapter communication pieces, including no promotional content of assistant's professional services	Collaborate w/Admin. Asst. on creating a "work for hire" agreement; bring before board for a vote	Feb	President			
Use Volunteers										
	Volunteer doesn't show	5	2	Ask board members to fill in	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Volunteer doesn't do their share	4	2	Ask them to leave	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Volunteer doesn't do task properly	4	2	Ask them to leave	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Member hurt by volunteer	3	3	Insure that Liability Insurance will cover	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Volunteer hurt by leader/member	3	3	Insure that Liability Insurance will cover	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Volunteer hurt by paid staff member	1	3	Insure that Liability Insurance will cover	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Environment too cold	3	2	Set a standard temperature that is requested to all facilities (70 degrees)	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Environment too hot	3	2	Set a standard temperature that is requested to all facilities (70 degrees)	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Volunteer put in dangerous situation	3	4	Have checklist to guard against	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Slips, trips, falls	4	4	Alert all participants of stairs or floors that could cause a trip or fall. Use appropriate signage.	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
	Can't get volunteers	5	2	Ask board members to fill in	Write a policy on using volunteers. Add to by laws / web page.	9/1/2005	VP-Membership			
Sponsorship										
	Display sponsors' logos/images/slogan incorrectly	4	3	Chapter will ensure that all logos, images, tag lines or comments/information are presented as sponsors dictate / Have sponsors proof marketing ahead of time	Assign logo police	ASAP on web/whenever new sponsor	Communication & Programming VPs			
	Misrepresent ROI for sponsorship	3	3	Disclose in writing all benefits sponsor will receive	Write proposal/contract	Ongoing	Communication & any applicable committees			
	Sponsors don't fulfill financial commitment	3	3	Eat cost or take to company's President / Have sponsors sign a letter of intent with specified promise-to-pay amounts & deadlines	Write proposal/contract	Ongoing	Communication & any applicable committees			
	Multiple chapter members/committees solicit prospect unbeknownst to one another	3	3	Communicate, have one template for everyone to follow	Distribute Jennifer B's template to everyone	8/5/2005	Marketing Dir.			
	Chapter offends prospect	3	2	Have ASTD President apologize	Have something in writing and ready to go	Case by case	President			
	Sponsor doesn't show to the meeting	3	2	Have materials from ASTD to put on tables	Bring membership box to every meeting	Ongoing	Membership Comm.			
	Location forgets to set up for sponsors	3	2	Go early to help set up quickly before members arrive	See remedy	Ongoing	Programming Comm. And/or other available board members			
Use of Photos										
	Member offended by use of his/her image on the web site, in newsletter, or in the chapter's advertising	3	2	Inform membership that they have the right to refuse being in photo/video. They may also request for images to be taken off website or out of newsletter	If member is offended, all images are removed from all locations posted.	On-Going	VP Communication			
	Member does not want to be photographed during event or have photos used in ASTD-Lincoln Marketing	3	2	Creat check box on membership application to accept or decline use of photo in ASTD-Lincoln Marketing info	If member is offended or had not made selection on membership application, all images are removed from all locations posted.	On-going	VP Communication, Dir. Marketing			
	Member caught in embarrassing action in photo	3	2	Photo immediately removed from any public viewing or access to.	If member is offended, all images are removed from all locations posted.	On-Going	VP Communication			
	Member chose not to be in photos or were not aware of being in photos	3	2	Allow membership to request not to be photographed.	Membership can chose not to be photographed.	On-Going	VP Communication			

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
Use of Video Tape										
	Member caught in embarrassing action in photo.	3	2	Video immediately removed from any public viewing or access to.	If member is offended, all images/video are removed from all locations posted/shown.	On-Going	VP Communication			
	Member chose not to be in videos or were not aware of being in videos.	3	2	Allow membership to request not to be videotaped.	If member requests not to be in video, then they will not be videotaped.	On-Going	VP Communication			
	Member is embarrassed by comments in video.	3	2	Allow members to have access and suggestions for editing of videotaped programs.	If member is offended, all images/video are removed from all locations posted/shown.	On-Going	VP Communication			
Training NOW! TV Show										
	See all risks related to monthly meetings/half & all-day workshops/facility tours, offering programming & sponsorships					Ongoing	Director, Training NOW!			
Annual Leadership Conference										
	Board member is injured on the trip or during ALC	3	4	Take all preventative measures to ensure safety of all members during trip. Members should always travel together. / Know where hospital is, make sure everyone brings insurance cards, In Case of Emergency Contact information	See remedy	Ongoing	Exec. Board			
	Board member dies on the trip or during ALC	2	5	Take all preventative measures to ensure safety of all members during trip. Members should always travel together. / Have more than one member go in case of emergency/back up board, In Case of Emergency Contact information	See remedy	Ongoing	Exec. Board			
	Board Member's flight is missed (board member responsible)	3	2	Board member will be responsible for updating flight information and all charges from missed flight	See Remedy	Ongoing	Exec Board			
	Board members are unable to be located	2	3	Board members need to communicate where they are at all times to at least one other board member. Should be able to be reached by cell phone.	see remedy	Ongoing	Exec. Board			
	Personal items of board member are stolen at ALC	3	2	Take all preventative measures to ensure safety of all members personal items during trip. Members should be responsible for personal items at all times during trip. / Contact ALC, make sure members don't bring valuables, have ASTD credit card for emergencies.	See remedy	Ongoing	Exec. Board			
	Board member is unprofessional at ALC	3	3	Professionalism is strongly encouraged by leadership for all members attending ALC. / Discuss expectations ahead of time with Board, apologize if necessary.	Follow Code of Ethics.	Ongoing	President, President-Elect			
	Board member's expenses exceed budgeted amount	3	3	Members will be responsible for all expenses that exceed budgeted amount. / Figure out if Board member is willing to chip in own money, plan for unexpected expenses in budget	See remedy	Fall	Exec. Board			
Travel										
	Member is injured during travel to a chapter event	2	3	Take all preventative measures and recommend to membership to ensure their safety in route or at chapter event. / Make sure member received proper care.	See remedy-provide maps (construction), weather notifications	Ongoing	Exec. Board			
	Member dies during travel to a chapter event	2	2	Take all preventative measures and recommend to membership to ensure their safety in route or at chapter event. / Have an emergency number.	See remedy-have all emergency contacts available	Ongoing	Exec. Board			
	Bad weather prohibits travel to a chapter event	3	3	Take all preventative measures and recommend to membership to ensure their safety in route or at chapter event. / Reschedule or have back up program.	See remedy	Ongoing	Exec. Board			
	Member gets lost, misses chapter event, & wants a refund	2	2	Give it to them if the amount is not worth the hassle	Create policy	Ongoing	Exec. Board			
	Member's car is stolen or vandalized during a chapter event	2	3	Call police, make sure parking lot is secure and safe	See remedy	Case by case	Exec. Board			
	Member becomes ill and is hospitalized for extended time while on ASTD Trip.	2	3	Take all preventative meaures.	Be sure to have contact list (I.C.E. List) for each attendee. Make plan for additional attendee to stay on if later then ALC to wait for family arrival	Ongoing	President, President-Elect			
	Member's flight is cancelled and has to stay over at starting location or layover location	5	2	Take all preventative measures to have all travelers on same departing and returning flights	If delayed, use best possible scenario to determine who can stay over. Make sure transportation and lodging is taken care of and are able to contact family/work	Ongoing	Exec Board			
SIG's										
Technology, Independent Consultant, Student SIG	See Emailing Documents					Ongoing				
	See Membrship information					Ongoing				
	Meeting has to be cancelled last minute	5	2	SIG Coordinator contact Admin Assistant to email membership immediately, and contact director of Website to post on web asap. Also contact meeting location to see if meeting cancellation sign can be posted.	See Remedy, have a back up plan for those who do show (Round table discussions)	OnGoing	SIG Coordinator			
	See holding meetings					Ongoing				
	Student gets in trouble for marketing ASTD-Lincoln on campus	2	3	Communication with schools so ASTD-Lincoln is welcome.	Meet with College/University Contacts to ensure appropriate marketing actions are taken on campus	Ongoing	VP Education & Research			
Library										

Activity	Risks	Likelihood	Severity	Remedy	Action	Deadline	Assigned To			
	Member checks out materials and does not bring them back or destroys them	4	3	Members will sign form stating their responsibility for replacement of materials. Thirty day check out policy		Ongoing	VP Education & Research			
	Materials are taken from library without proper check out	3	4			Ongoing	VP Education & Research			
	All materials are not passed on to next VP of E&R	2	3	Have a list of all materials and check off together as received. With passing of the "book"		Ongoing	VP Education & Research			
	Materials continue to be sent to old VP of E & R	4	2	Communicate with National new contact info.		Ongoing	VP Education & Research			