

NONPROFIT RISK MANAGEMENT RESOURCES

Nonprofit risk management center:

<https://nonprofitrisk.org/resources/risk-management-essentials/>

Data Privacy and Cyber Liability:

<https://nonprofitrisk.org/resources/articles/data-privacy-and-cyber-liability-what-you-dont-know-puts-your-mission-at-risk/>

Fraud Risk:

<https://nonprofitrisk.org/resources/articles/a-violation-of-trust-fraud-risk-in-nonprofit-organizations/>

Achieving Fiscal Fitness:

<https://nonprofitrisk.org/resources/articles/achieving-fiscal-fitness/>

CEO succession plan:

<https://nonprofitrisk.org/resources/articles/ceo-succession-planning/>

Background checks, screening & your nonprofit:

<https://nonprofitrisk.org/resources/articles/background-checks-screening-and-your-nonprofit/>

NC Center for Nonprofits---A primer on Risk Management

<https://www.handsonnwno.org/wp-content/uploads/2016/08/A-Primer-on-Risk-Management.pdf>

The four steps to reducing risk when dealing with volunteers are:

1. Identify risks for each volunteer position
2. Screen volunteers based on the positions risk
3. Train staff and volunteers
4. Review and update programs

1. Identify the Risks:

Have Volunteer Position Descriptions and Policies already in Place

The first step is to evaluate your own programs and procedures, and to identify the possible risks.

Ask key questions:

What can go wrong? What surprises could we encounter in each of our programs? What steps can we take to avoid such problems (more training, staff, etc.)? What will we do if something goes wrong? And how will we pay for it?

Use the Risk Assessment Tools to evaluate your current programs:

State of Oregon: Risk Management Division: Risk Assessment Tools:

<http://www.oregon.gov/das/Risk/Pages/Toolkitra.aspx>

Even before you recruit volunteers you need to identify risks and write policies and procedures to guide the volunteer and reduce the likelihood of problems. Volunteer position descriptions are a great way to let the organization express the kind of qualities they are looking for, as well as giving the volunteer a chance to evaluate the job and organization.

Articles about developing position description / volunteer policies:

"Benefits of Policies" By Linda L. Graff

<http://www.energizeinc.com/art/abyd.html>

Sample Policy Forms:

CASA: Sample Volunteer Management Policies

<http://image.volunteersolutions.org/images/cache/000/000/014/721/14721875.doc>

National & Community Service (NSRC): Use search to find sample forms

<https://www.nationalservicerresources.gov/>

Volunteer BC: Examples of Volunteer policies for key issues (i.e. harassment)

<http://www.volunteerbc.bc.ca/wp-content/uploads/2013/04/2012-screening-handbook.pdf>

Volunteer Position Template:

https://charityvillage.com/Portals/0/VolunteerProgram_PositionTemplate.pdf

2. Screen / Interview your volunteers

Interviewing and Screening volunteers not only protects your organization it is also a way to increase the efficiency of placement.

Articles about Volunteer Screening:

Nonprofit Risk Center: "Checking Criminal Histories"

<http://nonprofitrisk.org/library/articles/employment05001998.shtml>

Tip Sheet: See, [Steps to Volunteer Screening online \(Missouri\)](#)

3. Orientation/Training of Volunteers/Supervision

Make sure the staff and new volunteers understand the duties, rules, and policies to avoid any miscommunications. Additionally, train your staff in Risk preparedness.

Energize: Volunteer Training

<http://www.energizeinc.com/art/subj/train.html>

Successful Strategies for Recruiting, Training, and

Utilizing [Volunteers](http://beta.samhsa.gov/sites/default/files/volunteer_handbook.pdf)http://beta.samhsa.gov/sites/default/files/volunteer_handbook.pdf

4. Review

Always, review to ensure the programs and training are working. Continually update training to include new or reoccurring problems that are found within the organization.

Exit Interviews:

https://charityvillage.com/Content.aspx?topic=saying_goodbye_exit_interviews&last=42

Final Note: Know your policies & the law:

national laws:

The Volunteer Protection Act (Public Law 105-19)

<https://www.gpo.gov/fdsys/pkg/PLAW-105publ19/content-detail.html>

Understanding the Volunteer Protection Act 1997 (Risk Management Foundation)

http://www.riskinstitute.org/peri/index.php?option=com_bookmarks&task=detail&id=584

state laws:

NC Article 43B Volunteer Immunity

https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_1/Article_43B.pdf