

2011 SOS Submission: San Diego Chapter Risk Management Process

Chapter Name	ASTD San Diego
Chapter Number (ex. CH0000)	CH 8024
Chapter Location (City, State)	San Diego, CA
Chapter Membership Size	Large (301+)
Contact Person for this Submission:	Alan Landers
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Chapter Board Position:	President-Elect
Chapter Website URL:	http://www.astdsandiego.org/
Submission Title:	Chapter Risk Management Process
Submission Description:	We created a form and process for comprehensively addressing the Chapter's risk management.
Need Addressed:	<p>Our previous risk management process was not very comprehensive. The President-Elect was responsible for completing the risk management plan and he or she may not have been fully aware or knowledgeable of the risks associated with each board members' responsibilities.</p> <p>Since these are difficult financial times, I thought there should be a better way to do it and I wanted to stress the importance and potential risks associated with our various board member positions. I thought this would be a very good tool for incoming board members, as well.</p>
Does this effort align with your chapter's mission?	- Yes
Does this submission align with ASTD's mission?	- Yes
Target Audience:	Directly it impacted the Board of Directors. Indirectly it impacted the entire chapter.
Costs/Resources Used: (include any funding you were able to get through donations, contributions, barter, etc. and how you went about getting these resources. Also include how much volunteer/board member time this effort took)	No costs were incurred. However, each board member took about half an hour to complete the form. Copies are attached.
How did you implement: (please give a brief description)	We have 12 board positions. Each position has its own risks associated with its purposes and activities. I created a table listing the risks each individual board member might encounter. They were asked to use the two scales in the ASTD Risk Management doc. to rate the likelihood and severity of each risk and then to list actions they would take to minimize or mitigate those risks.
What were the Outcomes: (include financial, membership increases, target audience satisfaction levels, publicity for the chapter, and of the profession)	<p>The results were quite significant.</p> <ol style="list-style-type: none"> 1) A comprehensive assessment of the potential risks (164) our chapter could face 2) Actions each board member can take to minimize or mitigate those risks 3) A document that can be used in strategic and financial planning 4) A document that can be used year after year with minimal modifications

Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)

At first, the task seemed quite daunting. However, by having each board member complete their individual sections the task was quite manageable.

Several of the board members were unsure about what they should/could do to minimize/mitigate the risks. I told them to do the best they could and we didn't expect them to be risk managers.

I will be going over the documents and fine tuning the actions.

Please list the specific ASTD chapter resources that helped guide you in the process of completing this best practice.

I used the information on risk management from the national website as a starting point.

Please attach any documents that help support this submission: (additional documents should be sent to SOS@astd.org)

[2011 Risk Management Form for Board Members.pdf](#)