



RISK MANAGEMENT

PROCESSES AND PROCEDURES

SUMMARY

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I. Risk Management Overview

A. Purpose of the Risk Management Processes and Procedures

This Risk Management Processes and Procedures policy ("Policy") of Zeta Phi Beta Sorority, Incorporated ("Sorority") is intended to reduce the Sorority's exposures to risks and losses by educating and assisting our Chapters and members, and increasing awareness of the Sorority's stance on activities that increase the Sorority's exposure to liability. The Sorority will provide educational assistance through the National Director of Risk Management to help Regions, States, Chapters and members to establish sound risk management practices.

Each Chapter is a self-sustaining, self-governing organization that is affiliated with Zeta Phi Beta Sorority, Incorporated through a charter and is therefore required to adhere to all of the rules and regulations of the Sorority. This Policy stresses the individual responsibility of each member and collectively our Chapters, and is to be followed in addition to all college/university policies and all applicable laws. Failure to abide by the terms of the Policy may result in the loss of any insurance coverage that may otherwise be available and/or disciplinary action in accordance with all other applicable governing documents.

B. Definition of Risk and Risk Management

Risk is the possibility of suffering loss. Risk Management is the systematic process of managing an organization's risk exposures. Before engaging in any activity, all members of the Sorority are obligated to engage in a process whereby they:

1. Identify the risk(s)
2. Assess the risk(s)
3. Manage the risk(s) using the mitigation tools provided by the Sorority and common sense
4. Monitor and review the risk(s) and the mitigation tools

Stated another way, risk management is conducting Zeta operations in a manner which exhibits care and concern for the safety and well-being of members, guests, and the community. Members must take personal responsibility for their actions to help ensure the safety of others.

C. Types of Risk

When identifying risks, it is important to realize that the Sorority and its Regions, States, and Chapters can be impacted in many ways. While not exhaustive, listed below are the types of risk to which the Sorority and its Regions, States, and Chapters are exposed and examples of each:

1. Operational – hazing, ineffective leadership and failure to adhere to policies threaten the ability of the Sorority to operate on all levels.
2. Credit – failure to implement sound financial practices impacts the Sorority's ability to establish contractual arrangements and other forms of credit with third parties, including hotels and conference centers.
3. Regulatory/Legal – failure to make filings required by governmental agencies could result in non-compliance with applicable laws and regulations (e.g. IRS 990 forms.)
4. Earnings/Financial – failure to obtain the appropriate insurance, ensure safe premises, implement documented financial controls, or implement effective event planning techniques can negatively impact the Sorority's ability to raise funds for scholarship and programs.
5. Image/Reputation – disregard of the Sorority's social media and visual identity standards will harm our image, brand and reputation, further impacting our ability to attract and retain new members, obtain favorable contractual rates for activities and strengthen relationships with community partnerships (among other operational risks).
6. Cash Flow – Zeta is a membership based organization. Failure to implement and adhere to documented financial procedures and any other failure to mitigate operational, credit or image/reputation risk can negatively impact cash flow to the Sorority.

7. Strategic – Any activity that negatively impacts our ability to promote the Sorority’s principles, mission and/or vision is a strategic risk. An example of a circumstance that increases strategic risk is the failure by an Undergraduate Soror to maintain a 2.5 cumulative GPA or the average required by the college or university (whichever is higher) in violation of the “*Undergraduate Academic Probation/GPA Requirement.*”

II. Risk Management – A Condition of Membership

All members of the Sorority must be in full compliance with the Sorority’s Constitution and Bylaws, the Bylaws of her affiliated Region, State (if applicable) and Chapter, the rules and regulations of the applicable college or university, the Sorority’s policies and procedures, and all applicable laws.

It is the responsibility of each member to ensure that she has the most current version of all Sorority governing documents.

If any duly initiated member fails to maintain financial status with the Sorority, privileges that would typically apply to active members such as insurance protections and related legal representation will not be afforded to that member. Any person or persons who fail to pay required dues, fees, and assessments at each level of the Sorority will be classified as inactive (also referred to as unfinancial), and actions from these individuals are not endorsed by the organization.

III. Risk Areas and Mitigation Procedures and Processes

The Risk Management Policy delineates all key risk areas and provides guidance to assist chapters and members to mitigate the risks. The risk areas, policies and processes include the Sorority’s insurance programs, membership intake process, anti-hazing policy, event planning guidelines, funds management guidelines, drug and alcohol policy, and sexual misconduct prevention policy.

IV. Education, Certification and Training

All members are encouraged continue to learn the Sorority’s history and processes. The following programs have been sanctioned by the National Executive Board:

1. Zeta Organizational Leadership – The Zeta Organizational Leadership Program is a future-focused, nationally structured, intense leadership training certification program and a blue print for leadership development and enhancement.
2. Membership Intake Certification – In order to participate in the MIP, a member must be certified by the National First Anti-Basileus, or her Regional or State Director.
3. Youth Advisor Certification – In order to serve as a Youth Advisor or Regional or State Youth Coordinator (or member of a Youth Advisory Committee), a member must be certified as a Youth Advisor by the National Director of Youth Affiliates, the Regional Youth Coordinator or a Regional or State Director.
4. Undergraduate Advisor Certification – In order to serve as an Undergraduate Advisor, Regional or State Undergraduate Coordinator (or member of an Undergraduate Advisory Committee), a member must be certified as an Undergraduate Advisor by National Director of Undergraduate Advisors, Regional Undergraduate Coordinator, or a Regional or State Director.
5. Amicae Sponsor Certification – In order to serve as Amicae Sponsor, Regional or State Amicae Coordinator (or member of a Sponsoring Committee), a member must be certified as an Amicae Sponsor by the National Director of Amicae Affairs, Regional Amicae Coordinator, or Regional or State Director.
6. Anti-Hazing Training – Separate from the MIP Certification, an Anti-Hazing Training Program shall be administered per the direction of the International Grand Basileus.
7. Risk Management Training – Training on this Policy shall be administered per the direction of the International Grand Basileus.

In addition to the above training, the Sorority offers a broad array of webinars throughout each year, and each Region and State offers its own training programs. Members are encouraged to take advantage of these trainings as they become available.