**Date Created: November 2018 Most Recently Reviewed: November 12, 2018**

**Instructions.** For each risk, please determine the likelihood that this risk could happen using the following scales:

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| **Likelihood Scale:**  5 Very Likely – has happened to our chapter before  4 Likely – has happened to other ATD chapters  3 Possible – has happened to another voluntary organization  2 Somewhat unlikely – has seldom happened to another voluntary organization  1 Remote – has never happened to our knowledge | **Severity Scale:**  5 Causes the death of a member or guest  4 Puts the chapter out of business  3 Injures a member/guest or costs the chapter a significant amount of money or significantly harms reputation of the chapter  2 Cost the chapter some money and/or hurts chapter reputation  1 No real injury to members, guests, chapter finances, or reputation |

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| **Risk** | **Likelihood** | **Severity** | **Risk Reduction Plan** |
| **Loss of 501c3** | 5 | 2 | Ensure finance overview and ensure finance VP has past experience |
| Reduction in Membership | 5 | 2 | Launch membership survey to engage current membership; track and report on renewals and new members |
| Loss of meeting space | 5 | 2 | Ensure good relationship with current meeting space owner and have back up if needed |
| Loss of Speakers | 4 | 2 | Ensure backup of speakers if needed |
| Inadequate Board participation | 5 | 2 | Continue building infrastructure and volunteer cadre to sustain/increase |