

<http://www.communityactionpartnership.com/>

1

Risk Resources for Community Action: 3 ways to access

Serving our network of over 1000 Community Action Agencies across America in the fight to eliminate poverty...

COMMUNITY ACTION PARTNERSHIP
THE NATIONAL ASSOCIATION | WASHINGTON, DC

Helping People. Changing Lives.
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PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK

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Resources

[ONLINE TOOLS](#) | [WEBINARS](#) | [TOOLKITS](#) | [ARCHIVE](#)

NATIONAL TRAINING CENTER
RESOURCES
THE STATE OF

Two red arrows point to the 'ONLINE TOOLS' link and the 'RESOURCES' menu item.

<http://www.nonprofitrisk.org/cap/>



Welcome Jenae Bjelland

[Home](#)

[Logout](#)

Welcome to the Community Action Partnership Risk Management Portal



POLICIES

My Risk Management Policies



ASSESSMENT

My Risk Assessment

My Assessment

Each module of your risk assessment is listed below along with its current status. Click on the link corresponding to the module.

You may view your Risk Assessment Report at any time during the assessment process by clicking on the View Report button.

[View Report](#)

[Organize My Report](#)



Risk Assessment Module

Status

Introduction to Risk Management

Completed

[Restart](#)

[Review](#)

Governance

[Resume](#)

Financial Management

[Resume](#)

Contracts and Procurement

[Begin](#)

Human Resources

[Begin](#)

Communication Risks

[Begin](#)

Service Delivery Risks

[Begin](#)

Protecting Vulnerable Populations

[Begin](#)

Transportation

[Begin](#)

Property

[Begin](#)

Risk Resources

Additional CAP Risk Resources are just a click away

▶ [My Risk Management Policies](#)

Library

▶ [6 Tips for Making Risk Management Stick](#)

▶ [Getting and Giving References...Safely](#)

Risk Assessment

Governance



Do the members of your board understand and are they able to describe the mission and key programs of your Community Action Agency?

Yes

A board that is fluent with regard to a nonprofit's mission and purpose is less likely to take actions that will invite litigation, or otherwise act in a manner that puts the nonprofit's vital assets at risk.

No

Take a Break

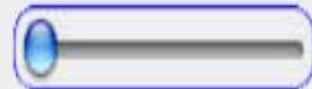
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Next

Risk Assessment

Financial Management



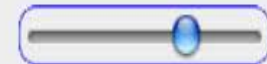
Fraud, Waste and Abuse

Every Community Action Agency should be concerned about the risk of fraud, waste and abuse. Whether your Community Action Agency receives millions in federal funding or thousands in small donations from community members, guarding against fraud, waste and abuse is key to ensuring that every dollar you receive is available for the critical work of your agency.

The purpose of this module is to inquire about your current internal controls and, based on what you're already doing, offer some practical suggestions for choosing controls that meet the needs - while recognizing the circumstances - facing your agency.

Risk Assessment

Financial Management



Is there a designated staff person in your Community Action Agency who is specifically responsible for assuring compliance with the terms and conditions of all grants and restricted contributions, or several persons who share this responsibility?

- Yes
- No
- Not applicable / We do not solicit or receive restricted donations or grants.

Take a Break

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My Assessment

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NASCSP

Risk Assessment Report

This report contains recommendations about the discipline of nonprofit risk management as well as the process of identifying and managing the risks facing your organization. The suggestions in this report follow the subtopic headings for the module: the risk management function, workplace safety, and governance risks. If your organization is developing a risk management program for the first time, this report will help you get started. If you already have a risk management program, consider comparing the suggestions in this report with your current practices to identify where you can strengthen your program.

- **ANTITRUST COMPLIANCE**
- **BOARDS AND GOVERNANCE**
 - **Board Self Assessment Updated**
 - **Board Survey Updated**
 - **Conflict of Interest Updated**
 - **Personnel Records and Privacy Policy Updated**
 - **Whistleblower Protection Policy [Reporting of Improprieties Policy] Updated**

- **CEO COMPENSATION**
 - **CEO Employment Agreement**
- **CLIENT SAFETY**
 - **Access to Employee Communications Updated**
 - **Conduct - Zero Tolerance of Violence Updated**
 - **Grievance Policy and Procedures - Clients Updated**
 - **Risk Management Policy**

- **COMPUTER AND INTERNET USE / TECHNOLOGY**
 - Backup Procedures Updated
 - Blogging Policy Updated
 - Bring Your Own Device Policy Updated
 - Cell Phone/PDA Policy Updated
 - Confidentiality Updated

- **ETHICS**
 - **Conflict of Interest Updated**
 - **Conflict of Interest Disclosure Form Updated**
 - **E-mail Systems and Networks Updated**
 - **Ethics Policy Updated**
 - **Fraudulent or Dishonest Conduct Policy Updated**
 - **Gambling Policy Updated**
 - **Gift Policy Updated**
 - **Personnel Records and Privacy Policy Updated**

- **FINANCIAL MANAGEMENT**
 - **Data Security and Confidentiality Updated**
 - **In-Kind Donation Request and Acceptance Policy Updated**
 - **Open Door Policy Updated**
 - **Operating Reserve Policy Updated**
 - **Timesheets Updated**
 - **Travel and Meeting Expense Reimbursement Policy Updated**

- **FUNDRAISING, DEVELOPMENT AND DONOR RELATIONS**
 - **Gift Agreement**
 - **Gift Policy Updated**
 - **In-Kind Donation Request and Acceptance Policy Updated**
 - **Independent Contractor Agreement Updated**
 - **Investment Policy Updated**
 - **Work Product and Files Updated**

• **INTELLECTUAL PROPERTY PROTECTION**

- **Internet Postings Policy Updated**
- **Laptop Distribution and Usage Policy Updated**
- **Linking Agreement Updated**
- **Logo Use Policy**
- **Terms of Use Updated**
- **Weblogs and Public Internet Communications Policy Updated**
- **Website Disclaimer Updated**
- **Work Product and Files Updated**

- **MEDICAL**

- Benefits
- Pre-Employment Drug Testing Policy Updated
- Random Drug Testing Policy Updated





- **PERMISSION SLIPS**


- Parental Consent & Release From Liability For Child Volunteer Updated
- Photo Release Form Updated

- **VOLUNTEER MANAGEMENT**
 - **Board Chair Position Description**
 - **Board Member Position Description**
 - **Board Secretary Position Description**
 - **Board Treasurer Position Description**
 - **Board Vice Chair Position Description**
 - **Volunteer Agreement**
 - **Volunteer Orientation Policy**

- **WORKPLACE SAFETY**
 - **Workplace Safety Checklist Updated**
 - **Workplace Safety Policy Updated**
 - **Workplace Safety Rules and Guidelines Updated**
- **YOUTH PROTECTION**
 - **Children as Visitors in the Workplace Policy Updated**
 - **Code of Conduct (Young Participants) Updated**

My Risk Management Policies

The policies you have created are listed below. You may add a new policy by clicking on the Add a Policy button. You may also edit an existing policy by clicking on the pencil () . To permanently remove a policy record, click on the red X (). To view a policy or download a PDF version click on the preview icon (). You may also email an HTML version of your policy by clicking on the envelope ().

If your policy is ready for printing/downloading, click the PDF icon () in the action column.

ADD A POLICY		
Policy Name	Status	Action
Board Self Assessment (Master Updated: 3/12/2014)	Draft: 3/26/2014	     
Conflict of Interest (Master Updated: 3/12/2014)	Draft: 3/26/2014	     

Policy Name: Board Self Assessment

Save Policy Name & Status

Status: Draft

















Status Date: 3/26/2014

By: Jenae Bjelland

Preview this Policy  

View Master Policy Template

Add New Policy Segment

Order	Text	Active?	Action						
1	<p style="text-align: center;">{our logo}</p> <p style="text-align: center;">{our organization name}</p> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: center;">{the policy name}</p> <hr style="border-top: 1px dashed #ccc;"/>	Yes	   						
2	<p>Assign yourself and the board as a whole a grade in each of the categories listed below. Except where indicated, use the following grading scale: 1 = poor; 3 = good; and 5 = excellent.</p>	Yes	   						
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Me</td> <td style="width: 15%; text-align: center;">The Board</td> </tr> <tr> <td>Fully understand(s) the mission and purposes of the organization and my role as a board member.</td> <td></td> <td></td> </tr> </table>		Me	The Board	Fully understand(s) the mission and purposes of the organization and my role as a board member.			Yes	   
	Me	The Board							
Fully understand(s) the mission and purposes of the organization and my role as a board member.									
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Me</td> <td style="width: 15%; text-align: center;">The Board</td> </tr> <tr> <td>Have (has) received adequate training and/or education on</td> <td></td> <td></td> </tr> </table>		Me	The Board	Have (has) received adequate training and/or education on			Yes	   
	Me	The Board							
Have (has) received adequate training and/or education on									

Board Self Assessment

Assign yourself and the board as a whole a grade in each of the categories listed below. Except where indicated, use the following grading scale: 1 = poor; 3 = good; and 5 = excellent.

	Me	The Board
Fully understand(s) the mission and purposes of the organization and my role as a board member.		
Have (has) received adequate training and/or education on <ul style="list-style-type: none">● my responsibilities of oversight as a board member,● financial issues of organization including, understanding monthly budget/ financial statements,● measurement standards for success of programs/mission of organization.		

Conflict of Interest

- a. A director, officer, employee or volunteer, including a board member, is a party to a contract, or involved in a transaction with NASCSP for goods or services.
- b. A director, officer, employee or volunteer, has a material financial interest in a transaction between NASCSP and an entity in which the director, officer, employee or volunteer, or a family member has an interest or relationship.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with NASCSP.

A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of NASCSP or arises in situations where a board/staff member has divided loyalties (also known as a "duality of interest").

Contact information

- Your input is crucial in allowing the Community Action Partnership and NRMCC to provide the most responsive service possible. Please contact Kay Nakamura at the Nonprofit Risk Management Center at (202) 785-3891 or Kay@nonprofitrisk.org or Denise Harlow at the Community Action Partnership (dharlow@communityactionpartnership.com) with suggestion for additional service we can provide through this collaboration.