



Risk Management Insights to Safeguard Your Organization's Mission



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Risk Management Tips


#1 Board of Directors





A nonprofit's Board of Director's plays a crucial role in fulfilling an Organization's mission & purpose and moving it BEYOND talk to ACTION.

Tips

1. Ensure Directors and Officers Insurance Policy is in place and periodically reviewed.
 2. Review and maintain signed Board documents i.e., Confidentiality and Conflicts and Interest Disclosures.
 3. Nonprofit Board Governance Training.
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*Executive Director supports governance by keeping board informed of **risk management issues**, operations & programmatic updates, financial highlights, significant HR issues, matters requiring board approval, etc.*



2 Insurance Policies



Tips

1. Review policies and ensure they are up to date.
2. Establish relationship with Organization's Insurance Broker.
3. Consider adding policies such as Cyber Liability and Data Breach Insurance.



3 Review and Update Organization Policies



An Organization's policies must be periodically reviewed and updated because laws and the needs of employees are ever - changing.

#4 Human Resources



Tips

1. Review Employee Handbook and other Personnel Policies.

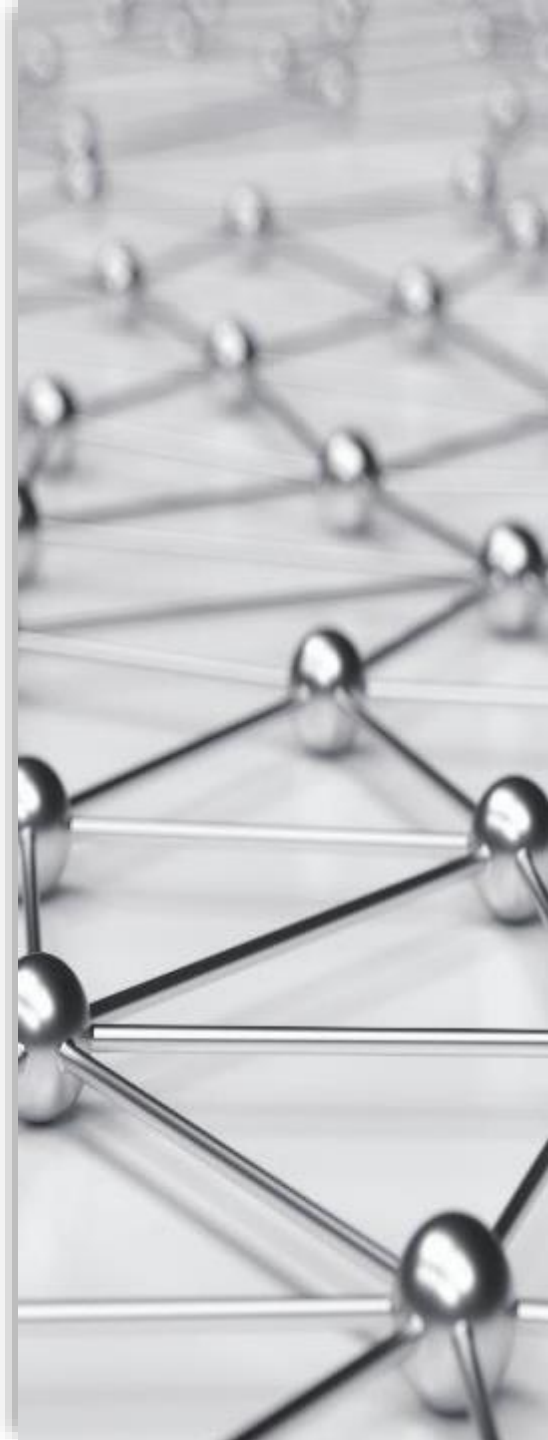
2. Sexual Harassment Training

3. Stay current on changing employment laws (i.e., Overtime Rules).



Employment Law Resources

- Delaware Alliance for Nonprofit Advancement (DANA)
- Delaware Bar Association & Law Firms
- Chambers of Commerce
- EEOC – webinars, newsletters, etc.
- Society for Human Resources – Delaware Chapter
- Job Accommodation Network



Job Accommodation Network

<https://askjan.org/>



Delaware Specific Laws

- ❖ Delaware Family & Medical Leave
 - Delaware Department of Labor
- ❖ Delaware Earns Act
 - Delaware Office of the State Treasurer
- ❖ Delaware Marijuana Control Act



#6 Compliance Checklist



Checklist

It may be beneficial to create a "Compliance Checklist" of important reporting requirements, deadlines, and responsibilities.



6 Mentorship & Peer Support





#7 Give Yourself Grace

RESOURCES

1. BoardSource Checklist of Board Roles and Responsibilities.
<https://boardsource.org/wp-content/uploads/2023/04/Checklist-Roles-Responsibilities.pdf?hsCtaTracking=10f8db25-cbfa-4dde-b436-b14cd65ba3cc|a3cade94-4462-47af-85a4-f6b01a08e7d1>
2. Eisenstein, Lena. "The Relationship Between the Executive Director and the Board". BoardEffect. August 9, 2019.
<https://www.boardeffect.com/blog/relationship-between-executive-director-board/>



thank you!

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