Risk Management Quick Guide

Foundations of Excellence for ALL Chairs and Officers:

- Hold a transition meeting with previous position holder
- Set SMART Goals for the semester
- Clarify budget with #4
- Have weekly meetings with stakeholders
- Come prepared to Alpha meetings to report
- Communicate appropriately. Older alumni volunteers prefer calls or email. Younger alumni may be fine texting.
- Meet with your Alpha Success Advisor

In case of emergency, call 911, then call:

Jesus Diaz | (228) 224-3829 | JDiaz@chipsi.org

Donald Beeson | (919) 740-1972 | DBeeson@chipsi.org

Create a plan; when it comes to events where risk can reasonably be assumed, the policy of "better safe than sorry" could not be more applicable. Make sure whatever plan you create for situations are detailed, reviewed, and have contingencies. It can seem redundant and arduous at times, but it will save you a lot of headaches on the backend.

A safer event is more fun since there is assurance a plan is in place if something goes wrong. When you manage risk effectively, you and the executive team can enjoy your events with less stress because you all know what to do in case of emergency. Here are some tips for planning safer events that remove liability from you and the Alpha:

- Be aware of your universities/institutions policies
- Events should be BYOB and closed container low ABV
- Use names lists and check ID's, consider hired security or third-party vendors if you have the budget

Collaboration; just because you hold the position of Risk Manager does not mean you have to be the end-all when it comes to new and creative ways to manage risk. Aside from using the resource of the Brothers of your Alpha, take advantage of National Fraternity opportunities or previous position holders to glean experience and best practices.

Review plans and expectations with brothers; talking about risk management and safety is not the most exciting thing, but it is necessary to avoid and mitigate risk. Reviewing plans during an Alpha meeting or even as a pre-social event "huddle" are great opportunities to make sure the Brotherhood is on the same page when it comes to risk. You must also lay out reasonable consequences well in advance. The Brotherhood understanding these repercussions and their value will help you and the executive team if and when they need to be enforced. At the end of the day, as Risk Manager, your word must be considered law by your Brothers when it comes to the safety of events.

Remember that the Central Office is here to help; In the event of an emergency or a situation you feel out of your depth with, call the numbers at the top of this guide, regardless of time of day. If you are sent to voicemail, leave a message with your name, Alpha, phone number, and details of the situation you are dealing with. Jesus and Donald are resources to help you and your Alpha continue operating safely.

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SMART Goals – Bring structure and accountability into your goals and objectives! Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability.

Write out one goal for your position using the SMART Goal framework and share it with your Alpha leaders.

SPECIFIC – What do you want to achieve? Be concrete and action-oriented.

MEASURABLE – How will you know when you have accomplished the goal?

ACHIEVABLE – The goal should require work but be reasonably attainable.

RELEVANT – Is this a worthwhile goal or is it the right time?

TIMELY – Set a time limit for accomplishing the goal.