

Suffolk Poetry Society Risk Management Policy

The Trustees of Suffolk Poetry Society (SPS), charity no 1162298, must ensure they manage risk appropriately. This policy outlines the areas of risk that the Society has identified and how it manages and mitigates those risks. A separate Contingency Plan supports this policy.

Strategic Risk

Strategic risk could occur if Trustees do not anticipate changes in circumstance. This is closely allied to financial and reputational risk.

- **Membership levels** – Trustees, with the help of the Membership Secretary, keep a close eye on levels of membership and subscription rates. Trustees actively promote the Society, particularly at the Festival of Suffolk Poetry, to encourage new members.
- **Sponsorship levels** – Trustees, particularly the Treasurer, maintain links with sponsors and assess if there will be any shortfall in income and how to deal with this.
- **Relationship management** – The Trustees' primary role is to manage the Society as a charity promoting poetry, ensuring a smooth relationship with Members and with the general public. To this end, Membership Rules have been agreed which are reviewed annually with changes approved by the AGM. A complaints policy and safeguarding policies are in place as well as a data protection policy. Trustees also manage relationships carefully with sponsors and with the President of the Society.

Reputational Risk

Reputational risk could arise in the following areas:

- **Website content** – the SPS webmaster manages input to the website and reviews content before it is added. Committee members also have limited editing access.
- **Event management** – The Trustees assure the quality and professionalism of events through committee discussion of and agreement on workshop leaders, poets invited to read, judges of competitions. The Trustee and/ or SPS member organising each event undertakes a risk assessment of any premises used for the event, including accessibility issues.
- **Publications** – The Trustees ensure that one Trustee/SPS member leads on the editing and production of any written materials and photographic content (e.g. *Twelve Rivers*, Crabbe Anthology, SPS brochures) with appropriate input from other Trustees.

Financial Risk

Financial risk can be incurred through

- **Financial processes** – The Trustees follow Financial Rules approved by the Membership. These are reviewed annually and any changes agreed at the AGM. An auditor reviews the accounts annually and these are presented to members at the AGM.
- **Fraud or Loss** – The Trustees ensure that financial dealings (book sales, Festival tickets on entry) are dealt with in a professional manner by Trustees and/or SPS members (volunteers) well known to the Trustees.
- **Lack of reserves** – The Trustees follow a Reserves Policy agreed by Members which is reviewed regularly.