

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.

1. Strategic Risk

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

1.2 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 events open to the public, to encourage new members.

1.3 Sponsorship levels – Trustees, particularly the Treasurer, maintain links with sponsors and endeavour to seek out prospective sponsors. Trustees, particularly the Treasurer, assess any foreseeable shortfall in income and how to deal with this.

1.4 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 and Patrons of the Society.

2. Reputational Risk

Reputational risk could arise in the following areas:

2.1 Website content – the SPS webmaster manages input to the website, reviews content before it is added and reviews the website on a regular basis to keep it up to date. Committee members also have limited editing access.

2.2 Event management – The Trustees shall take reasonable steps to assure themselves of the quality and professionalism of events through committee discussion and consensus agreement on workshop leaders, poets invited to read, adjudicators 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.

2.3 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 fellow Trustees.

2.4 Written communications and netiquette – The Trustees will ensure any written remarks or postings they make by email, shared work sites or social media regarding Suffolk Poetry Society business are professional and respectful in nature and that any need for confidentiality is taken into account.

3. Financial Risk

Financial risk can be incurred through:

3.1 Financial processes – The Trustees follow Financial Rules reviewed annually with any changes agreed at an AGM. An auditor inspects the accounts annually and these are presented to members at the AGM.

3.2 Fraud or Loss – The Trustees ensure that financial dealings (e.g. book sales, event tickets on entry) are dealt with in a professional manner by Trustees and/or SPS members (volunteers) approved by the Trustees.

3.3 Lack of reserves – The Trustees follow a Reserves Policy agreed by Members which is reviewed regularly.

23.1.20, updated 29.4.20.

- Reviewed 9 Dec 2020,
Contingency Plan ref added 23.8.21,
- Reviewed 1 Dec 2021,
- Website ref added 2.2.22,
- Reviewed 30.10.23, approved 11.12.23