

Suffolk Naturalists' Society				Risk Register				Revised March 2019
Risk type and detail	Lklhd of occrrng	Svrty of impact	Gross risk score	Control measures to reduce risk	Net risk score	Monitoring arrangements	Risk mngr	Further action needed in 2019/2020
Governance risks								
Inappropriate organisational structure: Council too large or too small to conduct general or working group business effectively	3	3	9	Maintain Council numbers at <u>14</u> Co-opt to fill vacancies as soon as possible >> 2 x 1	2	Brief review of Council membership to be a standing item at meetings	Chair	Co-opt / propose for election at least 1 more Council member for 2019/2020
Trustees lack relevant skills or commitment	2	3	6	Prospective Council members to be on recommendation of existing SNS members, based on the skills and knowledge they can share >> 2 x 1	2	Council to welcome and support new members	All	
Trustees unaware of their responsibilities to the charity	3	3	9	Ensure new Council members receive Charity Commission guidance on being a Trustee >> 2 x 2	4	Ensure this takes place	Sec	
Conflicts of interest: members have outside interests which may result in personal gain or reputational damage to SNS	3	3	9	Council members to be asked to declare any conflicts of interest during meetings >> 2 x 2	4	Ensure this takes place	Chair Sec	
Operational risks								
Inappropriate attention to welfare of members over membership and subscription matters <i>et al</i>	3	3	9	Ensure communication with members is conducted speedily and effectively Ensure communication with Suffolk Bird Group is effective in the case of joint memberships >> 2 x 2	4	Ensure this takes place	Sec Trsr	

Poor selection of and support for indoor meeting speakers	3	4	12	Ensure speakers come with good references Ensure speakers have full information from Sec about their engagements >>> 2 x 2	4	Ensure these actions take place	Sec	Induct and inform speakers as appropriate
Accidents occurring at indoor meetings or at public events caused by lack of planning, preparation and due diligence	3	5	15	All meetings and events to be subject to risk assessments consistent with the nature of the event All events to have welfare kit on hand – provided by venue or by SNS >>> 2 x 2	4	Risk assessment templates to be filled in by event organisers and emailed to the Secretary for the records	Chair Sec	Create SNS welfare pack for events when not provided by venue or organiser
SNS publications <i>White Admiral</i> , <i>Suffolk Natural History</i> and <i>Suffolk Birds</i> not delivered in timely manner as members' benefits	3	3	9	The respective Editors to ensure publication dates are adhered to as far as possible >>> 2 x 2	4	Editors to report to Council if any significant dates likely to be missed	Edtrs	
Joint administration of SNS and SBG memberships (from 2019) becomes too time consuming and costly	3	3	9	Ensure processes are as streamlined and effective as possible >>> 2 x 2	4	Chair and Membership Administrator to monitor	Chr	Report outcomes at end of membership years to both SNS and SBG Councils
Financial risks								
Decline in membership numbers and subscription income received	3	4	12	All Council members to be active in recruiting and promoting the benefits of SNS membership >>> 2 x 2	4	Monitor the number of new members at all Council meetings and losses at the spring meeting	Sec	Ensure membership information remains up to date and fit for purpose
Inadequate additional annual income received to sustain desired number of events and projects supported by bursary funds	3	4	12	Ensure all events are cost covering as far as possible Ensure bursary funds are sufficient for demand >>> 2 x 2	4	Income and expenditure on events and within bursary funds to be reported regularly to Council	Chair Sec Trsr	

Inaccurate or insufficient information to allow assessment of the charity's finances	3	4	12	Maintain accounts in good order as if subject to audit >> 1 x 2	2	Trsr to report briefly at each Council meeting and more fully at AGM	Trsr Chair	
Insufficient or inappropriate insurance cover for SNS activities	3	5	15	Review requirements annually Purchase or negotiate appropriate Public Liability cover for events, meetings and projects and Professional Indemnity cover in special circumstances >> 2 x 2	4	Council to be informed that annual insurances are in place	Chr Trsr	Check all in place for 2019
External risks								
Charity suffers from poor public perception and reputation	3	4	12	All Council members to act as ambassadors for the charity and ensure all media project a positive view SNS website to remain attractive and informative as the public face of SNS >> 2 x 2	4	Media exposure and appearances (with good or poor outcomes) to be monitored and reported to Council as appropriate	All Web Mngr	SNS meetings, events and bursary projects to be promoted and reported via White Admiral, SNH, website and social media as appropriate
Demographic or other changes to people's interests reduce the pool of potential members	3	3	9	Council to promote interest in Suffolk's natural history to all age groups >> 2 x 2	4		All	
Turbulent external economic or political circumstances	3	5	15	Council to create an emergency plan to inform members that the charity's operations are suspended until further notice >> 1 x 2	2	Monitor likelihood of these events occurring	Chr	Council to consider a simple email or other communication to use in this eventuality
Compliance risks								
Poor knowledge of legal responsibilities and regulatory requirements affecting the charity	3	5	15	All Council members to be aware of their responsibilities and to raise issues of concern at the earliest opportunity >> 2 x 2	4	Sec to circulate to Charity Commission updates as necessary	Sec	