



Procedure Statement:

The Risk Management Plan is a living document. The Plan lists the risks and risk treatments of issues identified by The Flower Cart staff and Board of Directors.

Definitions:

Risk- is the potential of loss

Risk Treatment - is an action that is taken to manage a risk

Stakeholder - a person with an interest or concern in something, especially a business

Procedure:

The Plan will be reviewed annually by all stakeholders of The Flower Cart.

The Plan will be presented to the Board of Directors by the Executive Director on an annual basis at the February board meeting.

The Plan is stored in The Flower Cart's Procedure Manual on the server and is available to all staff.

The Plan can be added to by the Financial Director as risks are identified by staff.

Related Information:

Risk Management Plan

Contact:

Financial Director

Roles and Responsibilities:

Financial Director

- for the Risk Management Plan
- to send a reminder email to all staff to review the Risk Management Plan

Executive Director

- to present the Risk Management Plan to the Board of Directors at their February meeting.

Stakeholders

- notify the Financial Director as risks are identified
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HR Department

- maintain the Risk Management Plan on the server

Revision History:

May 2012, January 2017