

ALPHA KAPPA ALPHA SORORITY, INCORPORATED ®  
THETA RHO OMEGA CHAPTER



2019-2022 RISK MANAGEMENT PLAN

Soror Jacqueline Brown, Basileus  
Soror Carla L. Stewart, Anti-Basileus

# THETA RHO OMEGA CHAPTER RISK MANAGEMENT PLAN

## *TABLE OF CONTENTS*

Introduction, Mission Statement, Purpose

Risk Management Concepts, What is Risk Management?, Risk Management Strategy

Hazing Risk

Reputational Risk

Membership Risk

Operational Risk - Chapter Operations

Operational Risk - Programs and Events

Operational Risk - Building and Facilities

Operational Risk - Virtual Operations and Activities

Financial Risk

Health & Safety Risk

Risk Management Resources

# THETA RHO OMEGA RISK MANAGEMENT PLAN

## *INTRODUCTION*

Risk Management is the process of identifying, quantifying and managing the risks that an organization faces. One of the key facets to risk management is that it is a “process”. It is not something you do once and complete it. It is something that requires monitoring, evaluation, and revising as needed. While it is impossible to remove all risks from the chapter, it is important that we understand and properly manage these risks in the overall sorority strategy.

## *MISSION STATEMENT*

The mission of Theta Rho Omega Chapter Risk Management Program is to develop strategies to preserve Alpha Kappa Alpha Sorority, Incorporated, Theta Rho Omega Chapter (TRO) resources by identifying and minimizing the chapter’s risk exposure. Through continuous education, participation and communication, we strengthen the chapter’s membership to protect our legacy.

## *PURPOSE*

The purpose of TRO Risk Management Committee is to:

- Assess the risks and potential threats to TRO Chapter and its members
- Develop strategies and risk management approaches for implementation by the chapter in order to minimize or prevent risks
- Develop an overall risk management plan for TRO Chapter
- Interface with sorority’s insurance professional (and legal) to ensure that our risks are properly managed

## ***RISK MANAGEMENT CONCEPTS***

Risk is **anything** that jeopardizes the health, safety, or welfare of an individual or organization. Risk is a factor in every organization including our sorority. For that reason, it is important to review various areas of risk and the possible impact on the sorority and especially, Theta Rho Omega Chapter. Key areas of risk include, but are not limited to:

- ❖ Hazing
- ❖ Reputation
- ❖ Finances
- ❖ Operations
- ❖ Programs
- ❖ Membership

## ***WHAT IS RISK MANAGEMENT?***

Risk Management is the process of assessing the potential risks involved in undertaking specific activities or events. It includes implementing specific measures, controls, procedures and practices to proactively reduce or eliminate risks including the consequences of incidents and/or losses. As part of risk management, Theta Rho Omega will include safety, as well as the cost/benefit of conducting the event or activity.

## ***RISK MANAGEMENT STRATEGY***

Any strategy to address risk issues starts with developing a comprehensive risk management program. The TRO Chapter's risk management program includes identifying the risk, managing the risks and monitoring the risks. Education and training are key components of the chapter's risk management program and include workshops, webinars and learning modules. Critical conversations with TRO Chapter's membership are also a key component of our risk management program. The conversations will be timely, relevant, specific, tactful and honest. Communicating with the chapter's risk management plan will be designed to assist chapter members with accepting ownership for their part in an effective risk management plan that protects the interests of everyone and the organization.

## **HAZING RISK**

Hazing is an act or series of acts which include, but not limited to, physical acts such as hitting, striking, laying hands upon or threatening to do bodily harm to any individual(s), while acting in one's' capacity as a member of Alpha Kappa Alpha; behavior that is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace, and a variety of prohibited practices including but not limited to, underground hazing, financial hazing, pre-pledging, post-posting, or post-initiation pledging. Hazing is strictly prohibited and will not be tolerated in any form by Alpha Kappa Alpha Sorority Incorporated.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
<p>Attending unauthorized meetings, sessions or rehearsals before, during or after the Membership Experience process</p> <p>Chapter members holding formal or informal meetings, in-person or virtually, for other chapter members for the purpose of getting acquainted with non-sorority members interested in pursuing membership in the chapter</p> <p>Performing errands and tasks for any sorority member</p>	<p>Am I being asked to keep these activities a secret or am I telling someone to keep these activities a secret?</p> <p>Am I doing anything illegal or contrary to Alpha Kappa Alpha policies and procedures?</p> <p>Does participation in this activity violate my values of those of Alpha Kappa Alpha?</p>	<p>Know and follow all sorority documents</p> <p>Follow the current Membership Experience Manual</p> <p>Adhere to the Anti-Hazing Policy</p> <p>Adhere to the Soror Code of Ethics</p>	<p>Basileus</p> <p>Membership Chairman</p> <p>ALL SORORS</p>	

<p>Requiring (expressed or implied) individuals interested in pursuing membership in the chapter to attend Chapter-sponsored community service or other chapter-sponsored events.</p> <p>Requiring (expressed or implied) that individuals interested in pursuing membership in the chapter wear or not wear certain attire to chapter-sponsored event</p> <p>Failure of chapter members to exercise appropriate discretion regarding chapter and Sorority business with interacting with individuals who are not members of the chapter. This includes social media use.</p> <p>Interaction between sorors and interested persons/sorors and candidates for membership on social</p>				
---	--	--	--	--

<p>media including: Sorors or candidates sending friend requests, requests to follow one another on any social media platform during the Membership Experience (ME) process.</p>				
--	--	--	--	--

## **REPUTATIONAL RISK**

Reputational Risk is the threat or danger to the reputation, good name and legacy of Alpha Kappa Alpha Sorority, Incorporated, its regions, chapters and members. Reputational risk can occur through the actions or activities of the sorority itself, directly or indirectly through actions of Sorors and through the actions of third parties.

IDENTIFY	EVALUATE	MANAGE	MONITOR	NOTES
Failure to adhere to Alpha Kappa Alpha governing documents.	Is the activity or behavior legal?	Review and follow ALL sorority documents.	Basileus Executive Committee	Social media is of particular concern regarding reputation risks. All communications, including social media posts on behalf of the chapter should be approved by the Communications Chairman, the Program Chairman, and the Baselius.
Fighting and other acts of violence including psychological abuse	Is the behavior or activity consistent with the Soror Code of Ethics?	Have critical conversations with Sorors who do not follow governing documents.	Protocol Committee Sisterly Relations Committee	
Use of profanity	How would this activity look if it were being reported on national media outlets?	Conduct risk management training and follow the risk management plan.	Communications Committee Public Relations Committee	
Drug and alcohol use	Does the behavior demonstrate high scholastic and ethical standards?	Actively engage with leadership for direction and oversight.	Risk Management Committee	
Unsisterly behavior	Did the Soror get the proper approval?	Conduct communication protocol and branding training and adhere to the guidelines.	Program Chairman Technology Committee	
Unauthorized use of sorority's trademarks, logos, and service marks (i.e. flyers, programs, tickets, and booklets)	Is the activity permitted by the sorority's governing documents?	Conduct Risk	<b>ALL Sorors</b>	
Misappropriation and inappropriate use of organizational logos, trademarks, insignia,				

<p>etc.</p> <p>Inappropriate social media postings, including photographs, videos, and sorority confidential documents and rituals.</p> <p>Bullying/Cyberbullying</p> <p>Inappropriate or negative activity via social media.</p> <p>Aligning or partnering with organizations whose missions, purpose, and activities are contrary or inconsistent with the sorority's mission and purpose.</p> <p>Soliciting sponsorships from organizations that do not share our values</p> <p>Co-sponsoring or participating in events sponsored by organizations that do not share our values.</p>	<p>Is the chapter following the sorority's social media policy?</p> <p>Is the chapter using the correct shield and official logos?</p> <p>What would a potential corporate sponsor or partner think if they searched Alpha Kappa Alpha on the internet and YOUR social media post appeared in the search results?</p> <p>Is the behavior on social media consistent with the Soror Code of Ethics?</p> <p>Is there anything in writing to describe the relationship?</p> <p>Is there a waiver form for non sorors who are participating in sorority sponsored activities?</p> <p>Is there a release form for non sorors who are participating in sorority sponsored activities?</p>	<p>Management training</p> <p>Adhere to technology/social media guidelines and protect the sorority's privacy.</p> <p>Conduct an annual chapter technology review of chapter website and social media platforms to ensure content is secure and compliant.</p> <p>Report inappropriate social media posts and/or behaviors.</p> <p>Delineate in writing the relationships with other organizations.</p> <p>Review general liability insurance coverage and purchase a rider as needed.</p> <p>Research and follow laws regarding involvement with children.</p> <ul style="list-style-type: none"> <li>● Obtain written permission of parents/guardians authorizing taking</li> </ul>		
--	---	---	--	--

		<p>pictures of child(ren).</p> <ul style="list-style-type: none"><li>● Maintain a release form for pictures</li></ul> <p>Use good judgment when speaking and doing</p> <p>Think before posting information and photos on social media</p> <p>Have critical conversations with sorors as needed.</p>		
--	--	---	--	--

## **MEMBERSHIP RISK**

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
<p>Engaging women interested in Alpha Kappa Alpha to volunteer for chapter activities</p> <p>Sorors leaving the chapter</p> <p>Utilizing the same members in the chapter</p> <p>Members are not friendly to each other - resulting in new members feeling uncomfortable.</p> <p>The chapter is too large for everyone to get to know each other; new members feel lost, existing members feel disconnected</p> <p>Members utilizing social media to vent about members and discredit our chapter</p>	<p>Is the atmosphere prone to a hazing complaint to the corporate office?* (See, Hazing Risks section, above, for full assessment of Hazing Risks)</p> <p>Other than job related or family, why are Sorors leaving? Is there a lack of communication among the members?</p> <p>Why are the same members holding leadership positions and leading committees? Are there other qualified members to lead?</p> <p>How does Chapter determine the root of the problem? Are the members reminded of the Soror Code of Ethics?</p>	<p>Make an effort to only engage interested women during public community events, (e.g., Financial Seminars, mental health awareness seminars, etc.)</p> <p>Leadership should show genuine concern for the members of their chapter. Chapter should consider implementing internal mentoring programs to help sorors become engaged</p> <p>Committee chairman should prioritize utilizing and engaging their entire committee. Monitor committee members that always volunteer to lead and intentionally reach out and encourage other members of the committee to lead a sub committee or initiative.</p>	<p>Basileus</p> <p>Anti-Basileus</p> <p>Membership Chairman</p> <p>Sisterly Relations Chairman</p> <p>Executive Committee</p>	

	<p>How can the Chapter incorporate a Soror-partner program where a soror will be assigned to someone to help them get adjusted/reconnected to the Chapter?</p> <p>What would Chapter members (including sponsors if soror is a TRO initiate) or corporate office say if they googled Alpha Kappa Alpha and the soror's inappropriate social media post came up?</p>	<p>Leadership should have members sign the Soror Code of Ethics annually</p> <p>Direct Membership Committee to develop a plan for incorporating an Soror-partner program whereby a soror will be assigned to another soror who can help the new soror get adjusted to the Chapter or a more seasoned soror get more re-connected to the Chapter.</p> <p>Conduct social media training as well as protect your privacy on social media. Focus on our sorority values</p>		
--	---	---	--	--

## **OPERATIONAL RISK - CHAPTER OPERATIONS**

Operational risk occurs when inadequate, ineffective and outdated procedures and policies threaten the sustainability of an organization.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
<p>Chapter documents conflict with sorority international documents</p> <p>Failure to properly transition new officers</p> <p>Failure to develop and train officers and membership</p> <p>Failure to consistently comply with ALL sorority documents</p> <p>Failure to disseminate, communicate and/or share updated information to membership</p>	<p>Does the chapter hold an annual chapter retreat?</p> <p>Does the chapter conduct supervised transition workshops for incoming and outgoing officers?</p> <p>Does the chapter hold leadership development workshops?</p> <p>Does every member of the chapter have access to corporate office communication?</p> <p>Does the chapter have a storage location for documents and records that is</p>	<p>Know and follow sorority documents.</p> <p>Hold annual chapter retreats, establish measurements for success, and evaluate for continuous improvement.</p> <p>Integrate succession planning in chapter operations and program planning.</p> <p>Create an effective internal and external communications strategy and plan.</p> <p>Review chapter documents annually for compliance with sorority documents.</p> <p>Follow the most current <i>Documents and Records Retention</i></p>	<p>Basileus</p> <p>Anti-Basileus</p> <p>Grammateus</p> <p>Parliamentarian</p> <p>Bylaws Committee</p> <p>Standards Committee</p> <p>Leadership Development Committee</p> <p>Technology Committee</p> <p>Protocol Committee</p>	<p>After review, chapter members should be notified.</p> <p>A retreat ad hoc committee could serve as a resource</p>

<p>Inadequate records/documents management and retention</p> <p>Inadequate or lack of chapter leadership succession planning</p> <p>Incomplete chapter and committee meeting minutes</p> <p>Outdated technology safety protocols</p> <p>Sharing confidential or private information/lack of discretion</p> <p>Lack of process for managing official chapter website, email accounts and passwords</p>	<p>secure, climate controlled and fire proof?</p> <p>Does the chapter have qualified candidates for offices?</p> <p>Does the chapter conduct an annual review of ALL documents?</p> <p>Does the chapter submit end of the year reports in a timely manner?</p> <p>Does the chapter have protocols in place to protect sorority information?</p> <p>Does the chapter have a written nominating process with clear criteria for elected positions?</p> <p>Does the chapter hold members accountable for maintaining sorority confidences?</p>	<p><i>Matrix in the Standards Resource Guide.</i></p> <p>Schedule a supervised officer and committee chairman transition meeting annually.</p> <p>Conduct meaningful workshops and retreats to develop chapter officers, committee chairman and chapter membership for effective and informed operations.</p> <p>Implement annual review of technology tools and media to ensure content is secure and compliant with sorority policies and procedures.</p>		
---	---	---	--	--

	<p>Does the chapter hold members accountable for maintaining compliance with chapter and International documents?</p> <p>Does the chapter conduct regular training on its documents?</p>			
--	--	--	--	--

## **OPERATIONAL RISK - PROGRAMS & EVENTS**

Operational risk occurs when inadequate, ineffective and outdated procedures and policies threaten the sustainability of an organization.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
<p>Lack of chapter and event specific insurance</p> <p>Inappropriate partnerships</p> <p>Inappropriate promotion of events</p> <p>Events where alcohol is served</p> <p>Lack of adequate security</p> <p>Lack of evacuation plan</p> <p>Lack of contingency plan</p> <p>Hosting an event that is not in alignment with the mission and purpose of the sorority</p>	<p>Does the Chapter know if it has insurance coverage? If so, for what?</p> <p>Does the Chapter check to insure program partners, including the JESFF Foundation, have adequate insurance to cover the event as well? and how much?</p> <p>Does the chapter know how to obtain insurance riders for specific events?</p> <p>Does the chapter have guidelines to evaluate appropriate local, regional, national partnerships?</p>	<p>Know and follow all sorority documents</p> <p>Review annually the sorority's insurance policy and coverage at chapter meetings.</p> <p>Prior to each event, review the sorority's insurance policy and coverage limits to determine if additional insurance coverage is needed and submit appropriate paperwork and fees to ensure coverage is obtained.</p> <p>If applicable, confirm program partners have adequate coverage as well and request proof of coverage for Chapter records.</p>	<p>Basileus</p> <p>Anti-Basileus</p> <p>Program Committee</p> <p>Communications Committee</p> <p>Event Chairman</p> <p>Legal Counsel if necessary</p> <p>Risk Management Committee</p>	<p>Each Committee Chairman will designate a committee member to serve as a liaison to the Chapter's Risk Management Committee.</p> <p>The Liaisons will be responsible for conducting a risk assessment, in consultation with the Anti-Basileus and Risk Management Committee Chairman[standardized form forthcoming] for each committee event as part of the initial planning process of an event. All risk assessments shall be reviewed and approved by the Basileus.</p>

<p>Execution of event related contracts (entertainment, venue, minimums, etc.)</p> <p>Execution of event related contracts (entertainment, venue, minimums, etc.)</p> <p>Lack of realistic budget to support event expenses</p> <p>Contracts that are not thoughtfully vetted.</p> <p>Lack of assurances regarding food safety and special meals as required.</p> <p>Non-compliance with contract terms</p>	<p>Does the chapter have event/program evaluations to ensure that alignment with sorority mission and purpose is achieved?</p> <p>Does the chapter have legal support to review contracts, prior to execution?</p> <p>Is the contract in the name of Theta Rho Omega Chapter?</p> <p>Does the chapter have a security, emergency, and evacuation plan for events and meetings?</p> <p>Does the chapter provide adequate security at your events?</p> <p>Does the chapter have a media and promotion process to ensure proper outlets are being leveraged?</p> <p>Does the chapter have a media and promotion plan that protects the reputation of the organization?</p>	<p>Evaluate the appropriateness of partnerships to ensure they do not harm the image of the sorority or conflict with its programs, concerns and values.</p> <p>Carefully vet event contracts</p> <p>Carefully read the contract before signing Contract written in the official name of the chapter</p> <p>Develop a security, emergency, and evacuation plan and review regularly</p> <p>Develop a plan to prevent injury, including to staff, spectators, participants and others in the event and ensure rapid, effective and appropriate response to any injury.</p> <p>Create a checklist of what is expected and the designated signatories for each</p>		<p>Additionally, the Risk Management Committee shall have a subcommittee dedicated to reviewing event contracts.</p> <p>Legal Review shall examine contract terms and conditions and determine Sub-Vendor responsibilities.</p> <p>It is recommended that the Subcommittee have an attorney look to see if the contract is legally sufficient overall and protects the Chapter.</p> <p>Event and committee chair conduct site visits to confirm safety and accessibility concerns using a checklist developed by the Risk Management Committee</p>
---	---	---	--	--

		contract.		
--	--	-----------	--	--

## **OPERATIONAL RISK - BUILDING & FACILITIES**

Operational risk occurs when inadequate, ineffective and outdated procedures and policies threaten the sustainability of an organization.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
Lack of or inadequate accessibility and security measures at the venue.	Does the chapter have a facility site checklist as part of the site selection process?	Operate legally and in compliance with agreements with facility owners and service providers	Basileus Program Chairman Event Committee	Monthly audit of contracts for compliance with checklist and signatory requirements.
Inadequate site selection review criteria	Does the chapter complete a visual inspection of the building/venue?	Develop a site selection checklist and ensure all event committees utilize it when selecting a location for an event	Legal Counsel, if necessary.	
Slips, trips and falls	Does the chapter check for building and health code violations?	Prepare a safety guide for managing risk at events	Risk Management Committee	
Damage to facility during the course of event	Does the chapter work with facilities management to ensure all safety precautions are in place?	Conduct safety walk		
Loss of facility equipment	Does the chapter have a team assigned to monitor for ongoing hazards during the event?	Develop a response team and plan for emergencies		
Food preparation and food allergies		Supervise the spaces continually during events		
Unexpected closure of venue				
Insufficient staffing to support event				

Exterior facility hazards	Has the chapter met with the catering department/services to ensure safe food preparation and disclosure of all possible food allergens?	Inspect equipment, condition of facility and activity areas  Review and utilize proper waivers and disclosures		
---------------------------	--	--	--	--

## **OPERATIONAL RISK - VIRTUAL OPERATIONS & ACTIVITIES**

Operational risk occurs when inadequate, ineffective and outdated procedures and policies threaten the sustainability of an organization.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
Unsecured platform used	Does the chapter follow sorority virtual guidelines?	Document specific chapter attendance protocol	Technology Committee	
Unknown names or phone numbers in meeting room	Is the membership notified of protocol?	Utilize a chapter Technology Committee or team to make sure appropriate security items are being utilized (for example, password protection) and to handle technical issues	Communications Committee	
Persons present in background	Is there a soror assigned to monitor those joining the meeting?		Standards Committee	
Attendees logged in from public places	Are passwords and meeting access codes being used and only sent to members or invited guests?		ALL Sorors	
Lack of use of headset in open environment	Are appropriate financial procedures being followed?	Develop a checklist for virtual meetings and/or activities		
No plan to accommodate voting by ballot or count				
Confidential documents shared on screen				
Inappropriate activities via meeting platform				

## **FINANCIAL RISK**

Financial Risk occurs when a chapter fails to adhere to guidelines as provided for Alpha Kappa Alpha *Financial Fundamentals Guide to Chapter Financial Procedures*.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
<p>Collection of Money</p> <p>Checks and balances that promote financial efficiency and security.</p> <p>Bonded Officers</p>	<p>How is the money collected from the Pecunious Grammateus verified that the Tamiouchos is receiving the correct amount for deposit?</p> <p>Is there a deadline for giving money collected to the Tamiouchos for deposit?</p> <p>What checks and balances are in place for the Pecunious Grammateus?</p> <p>Are all office positions handling money bonded?</p>	<p>The offices of the Pecunious Grammateus, Anti-Pecunious Grammateus and Tamiouchos are bonded positions. We all work in a Finance environment and know the importance of serving with integrity.</p> <p>Monies received at chapter meetings are receipted by the Anti-Pecunious Grammateus. The Pecunious Grammateus collects all payments before leaving chapter meeting, verifies each receipt and logs into the checks, cash, coins, money order/cashier's check financial journal by payment categories.</p>	<p>Basileus</p> <p>Anti-Basileus</p> <p>Tamiouchos</p> <p>Pecunious Grammateus</p> <p>Finance Committee</p> <p>Bylaws Committee</p> <p>Standards Committee</p>	<p>It is extremely important that the Pecunious Grammateus and Tamiouchos have an excellent working relationship.</p> <p>Prioritize staying in contact and cross checking every area so there are minimal mistakes.</p>

		<p>Once completed, all cash and checks received are counted again and turned over to the Tamiouchos for deposit. The Tamiouchos verifies all monies received against the financial journal before the deposit is made.</p> <p>Any payments received through Zelle are properly recorded.</p> <p>Any payments made through USPS are properly logged.</p> <p>The Basileus is required to approve all expenditures.</p>		
--	--	--	--	--

## **HEALTH & SAFETY RISK**

Designate a Safety Monitor to ensure consistent application of the safety protocols and procedures. Develop a written Safety Plan following CDC guidance along with local, state and campus guidelines for all in-person activities which must be approved by the Regional Director for final approval.

<b>IDENTIFY</b>	<b>EVALUATE</b>	<b>MANAGE</b>	<b>MONITOR</b>	<b>NOTES</b>
<p>Covid-19: minimize the potential of exposure during in-person events.</p> <p>Minimize the potential of exposure to other airborne ailments and respiratory diseases (ex. Common cold, Flu, Respiratory Syncytial Virus (RSV), etc.)</p>	<p>Develop and implement a Health &amp; Safety protocol.</p>	<p>Follow the guidelines of the Center for Disease Control and Prevention (CDC).</p> <p>Follow the guidelines of Alpha Kappa Alpha's International Covid Protocol Team.</p> <p>Clean and disinfect commonly-touched surfaces and any shared items before and after each use. (E.g., Soap, Lysol Wipes, disinfectants, etc.)</p> <p>Post signage in a conspicuous place on the door to the event room which indicates: Are you feeling sick? Individuals who have a fever, dry cough, or any</p>	<p>Philacter</p> <p>Risk Management Committee</p> <p><b>ALL Sorors</b></p>	<p>Ensure that all Chapter members are leading by example and observing the Health and Safety Risk Mitigation</p>

		<p>sign of sickness should not enter.</p> <p>If a soror is showing signs of a fever, symptoms of a cold, flu, respiratory infections or other contagious conditions, you will be asked to remove yourself from the meeting space/event.</p> <p>If a soror appears to be ill or experiencing adverse health conditions, you will be asked to remove yourself from the meeting space/event.</p>		
--	--	---	--	--

## ***THETA RHO OMEGA RISK MANAGEMENT COMMITTEE 2022***

***Soror LaShelle Royster***  
***Soror Brenda Boykins-Montgomery***  
***Soror Linda Evans***  
***Soror Chanay Mackey***  
***Soror Gloria Pleasont***

***Soror Vanessa Vavasseur***  
***Soror Margo Dixon***  
***Soror Brittany Wilson***  
***Soror Imani Crenshaw***  
***Soror Pamela Hutcherson***

## ***THETA RHO OMEGA CHAPTER RISK MANAGEMENT PLAN RESOURCE LIST***

- Alpha Kappa Alpha Sorority, Incorporated Risk Management Guide
- Alpha Kappa Alpha Constitution and Bylaws
- Alpha Kappa Alpha Manual of Standard Procedure
- Alpha Kappa Alpha Soror Code of Ethics
- Alpha Kappa Alpha Anti-Hazing Policy
- Alpha Kappa Alpha Anti-Hazing Manual
- Alpha Kappa Alpha Membership Intake Process Manuals (Graduate)
- Fiscal Fitness Guide for Chapter Financial Operations
- Alpha Kappa Alpha Standards Resource Guide
- The Official Guide to Alpha Kappa Alpha Protocol
- Alpha Kappa Alpha Social Media Guide
- Risk Management Educational Modules
- Alpha Kappa Alpha Sorority, Incorporated® Insurance and Claim Manual
- Alpha Kappa Alpha Pandemic Guide to Virtual Chapter Operations
- Alpha Kappa Alpha Sample Photo Clearance Forms