

2.15 RISK MANAGEMENT PLAN CAPITAL AREA CASA ASSOCIATION

Capital Area CASA Association protects its physical, human and financial resources by evaluating and preventing or reducing the risks to which it is exposed. The risk management function is assigned to the Finance Committee. The Committee reports to the Board of Directors. The following practices are designed to prevent or reduce the risks to which assets are exposed to the fullest extent possible.

Policies and practices exist to reduce or minimize the organization's exposure in the following areas:

- hiring and human resource management,
- volunteer screening and management,
- program management,
- confidentiality,
- transporting CASA children,
- board member recruitment and screening,
- accounting.

The Finance Committee determines the extent and nature of the liability protection needed each year. The Committee reviews and evaluates the organization's insurance coverage in conjunction with the annual renewal of all insurance policies to ensure insurance coverage is adequate to meet the potential liability of the organization.

Capital Area CASA Association provides liability protection for board members through Directors and Officers insurance. In addition to statutory immunity provided by Article 424 of the Louisiana Children's Code, professional liability insurance provides additional protection to CASA volunteers and staff. Additionally, the program carries comprehensive general liability insurance, hired and non-owned auto coverage, workers compensation insurance and a commercial theft insurance policy.

The Board of Directors, employees and volunteers are informed of the type of coverage provided on their behalf.

The Finance Committee is also responsible for an annual review of the organization's accounting practices to ensure every effort is made to minimize exposure to financial risks.

The Executive Director is charged with notifying the Finance Committee in a timely manner of all identified potential risks.

Written procedures exist regarding preparing for severe weather/hurricanes. In the event the office is closed due to severe weather, the Executive Director may approve paying staff for up to five days. Paid time off in excess of five days will be determined by the Executive Committee of the Board of Directors when the office is closed due to severe weather.