



RISK MANAGEMENT FOR YOUR DISTRICT CONFERENCE

Risk management is the process of planning, organizing, leading, and controlling an event to minimize the adverse effects of accidents. Limit the liability of Rotarians and your district by answering three basic questions when coordinating conference activities:

- What can go wrong?
- If something goes wrong, how will I or the district respond?
- How will any losses be paid for?

If something is likely to go wrong, reduce risk by:

- Not holding the activity or event
- Modifying the activity or event to lessen the risk
- Preparing a plan to address any problems
- Finding another organization that will agree to participate and share the risk

CONTRACTS

Though conducting business through handshakes or verbal agreements may be common, RI strongly recommends that your district use written and signed contracts. A contract attempts to clearly define the role and responsibilities of each party and can include provisions to limit risk.

The main objective is to document the understanding between two parties regarding expected services, fees, dates of execution, redress for nonperformance, and related topics. All costs should be fully disclosed in the contract and negotiated to suit the conference budget. Many vendor contracts include negotiable clauses that provide for attrition (nonperformance) fees and penalties for cancellation.

As the conference approaches, review all contracts and work with vendors to make any necessary changes, provided they are within the event's budget and have been approved by the conference chair or other designee. This precaution will help avoid unexpected fees for unbudgeted services or goods. After the conference, keep legal documents for several years in case a claim is made.

Districts are urged to obtain the advice of legal and insurance counsel regarding liability protection before the agenda is finalized and contracts are signed. Protection may come through incorporating the district or purchasing liability insurance. See the [Manual of Procedure](#) for additional information.