

RIMS CHAPTER LEADERSHIP GUIDE

AND AVAILABLE RESOURCES



RIMS is committed to the success of its Chapters. As part of that commitment, RIMS provides a variety of resources, tools and services to Chapters.

ENGAGEMENT, LEARNING, SPEAKERS AND RECOGNITION

Chapter Leadership Training at RISKWORLD

Offered annually during RIMS RiskWorld, the Chapter Leadership Forum is a workshop for RIMS' chapter leaders – packed with inspiring ideas and networking.

Regular Discussions

Regular roundtable discussions are held with RIMS Chapter Presidents to share ideas and strategies, seek guidance from peers on leading a successful chapter.

Professional Speakers to Visit Your Chapter

Professional Exchange of Risk Knowledge (PERK) Program –

Stay in touch with other chapter leaders by using the chapter officers' directory. A great networking tool to seek out others, to share lessons learned. Take time to ask a program chair how they implemented a special event or a membership chair for advice on recruiting new chapter members. Reach out to other chapters as a co-sponsor of a monthly program or just to say hello.



Awards Program For Your Efforts

Chapter and Volunteer Awards – At RiskWorld we will honor individuals, organizations and chapters for their outstanding achievements in risk management. If you know someone who deserves recognition, submit a nomination today.

- **Heart of RIMS Award** – Recognizing the volunteer contributions of a RIMS member who serves as a role model keeping the Chapter, and hence the Society, vibrant and resilient.
- **RIMS Rising Star Award** – Recognizing an individual that has demonstrated exceptional initiative, volunteerism, professional development, achievement, and leadership potential early in their career.
- **Harry and Dorothy Goodell Award** – Recognizing outstanding lifetime achievement in the field of risk management
- **Enhancing Chapter Outcomes Chapter Awards** – Recognizes chapter for exception strategic planning and achievement of goals.

Insurance Coverage for Chapters

Insurance coverages for chapter events, Directors and Officers, as part of the RIMS insurance coverages. Certificates of Insurance available on request Upon request, RIMS will provide an overview of all insurance coverages and information pertaining to insurance policies for chapter activities as well as directors and officers. RIMS will also provide Certificate of Insurance for chapter events, provided 30 days notice is given so that RIMS can acquire the appropriate materials from insurers.

A Treasurer Support

Chapter dues are added to National dues invoices with all processing handled by RIMS' office. RIMS is also available to assist chapters in reviewing balance sheets and recommending best practices to ensure chapters maintain good financial health.

In addition, the Society also:

- Provides a dedicated staff member who assists chapters year-round with operations, strategic planning, events management, and governance questions.
- Allows new and renewing members to join a local chapter without leaving the RIMS application
- Collects and remit monthly chapter dues
- Sends each Chapter President an automated once a member joins, including if the person is interested in volunteering for the chapter
- Highlights chapters as a key benefit and resource in recruitment, engagement, and retention efforts (digital, email and print)
- Zoom webinar and meeting account for chapters to hold virtual meetings
- Provides tech support and training for RIMS supported chapter websites
- RIMS will travel to chapter events and provide training to Board members, speak to potential members about RIMS programming, and solicit suggestions for new programs
- RIMS makes Board members available to attend and speak at local meetings
- RIMS will provide discounts to host and local chapters to attend RIMS events
- Offers the ability to cohost CRMP prep courses for local members
- Assistance in volunteer recruitment and helping Board members move up in Society volunteer roles
- Ad-hoc discount codes for membership
- RIMS finance will, upon request, review the financial documents for any chapter and provide guidance on best practices for financial controls
- RIMS marketing will, upon request, provide social media training for volunteers.
- RIMS legal will, upon request, review contracts and chapter bylaws and advise.
- Provides design services to chapters (logo design, banner design)
- RIMS provides guidance on chapter formation and works with volunteers to create applications for chapter formation
- Connects local chapters with universities to help with course development and engaging next generation.
- RIMS has the Member and Chapter Engagement Committee for chapter volunteers to advise on programming, potential offerings, and resources to help chapter grow

Thank you for being a RIMS Chapter Volunteer. As a member of your local Board, you are helping to guide your fellow risk leaders and providing valuable connections and resources to grow risk management in your community. The Society want to prepare you, your chapter Board, and all of your chapter volunteers with the tools, resources and knowledge to grow your membership, build programs and answer questions that you receive from the RIMS community. This Info Sheet provides a high-level overview of your main resource, the Chapter Resource Center.

About RIMS

RIMS, *the risk management society*®, empowers risk professionals to make the world safer, more secure, and more sustainable. Through networking, professional development, certification, advocacy, and research, RIMS serves more than 200,000 risk practitioners and business leaders from over 75 countries. Founded in 1950, the Society publishes the award-winning *Risk Management Magazine* and produces RISKWORLD®, the largest annual gathering of global risk professionals. RIMS embraces diversity, equity and inclusion and welcomes all risk professionals to explore the online Risk Knowledge library, tune into the RIMScast podcast series, and engage with the Society via LinkedIn, Twitter, and Facebook. To learn more, visit www.RIMS.org.

Mission Statement

To educate, engage and advocate for the global risk community.

Diversity, Equity and Inclusion Statement

RIMS is driven to empower us all to build a highly diverse, equitable and inclusive culture of belonging in our global risk community.



RIMS DE&I strategy and resources can be found at www.rims.org/community/diversity-inclusion

About RIMS Chapters

RIMS Chapters function as regional divisions of the Society and operate and serve members within the territory approved and determined the the Board of Directors. The purposes of chapters is to:

- providing opportunities for dialogue, education, advancement, and improvement in the risk management discipline through meetings, seminars, communications, publications, and other programs and activities;
- of government; and
- promulgating policies and conducting activities for the betterment of all those individuals or organizations involved in some aspect of the risk management discipline.

RIMS' Chapters are critical to carrying out RIMS mission. Chapters can provide an effective means for:

- Professional interaction with colleagues;
- Advanced continuing education;
- Engaging in advocacy;
- Supporting those seeking and maintaining the RIMS-CRMP credential;
- Problem-solving; and
- Discussion of professional issues.

OPERATIONS, GUIDANCE AND COVERAGE

A Chapter Resources Center to Run Your Chapter

The Chapter Officers Website provides the resources you need to efficiently manage chapter operations and meet the needs of members.

- **RIMSMail** – A free and easy way for chapters to communicate with local risk managers. This interactive tool allows chapter leaders to communicate securely with chapter members about upcoming events and chapter news without having to use personal or work email addresses. Chapters are provided with an “official” address for chapters to use instead of personal/work emails.
- **Chapter Toolkit** – A repository of resources and information, including the templates, sample budget worksheets, various chapter guidelines, and sample emails that will help you drive your chapter’s success:
 - >> Chapter officer positions and descriptions
 - >> Chapter leadership succession planning toolkit
 - >> Chapter event planning financial spreadsheet
 - >> Chapter budget template
 - >> Member survey sample questions

Opis –A Tool to Plan, Operate and Share Best Practices

Opis is not only an online community for members to engage. It’s also a free platform that allows for event management, registration, and payment in one location. Chapters can set up their own discussion forums online and chapter leaders are invited to participate in the **Chapter Officers Community** to share best practices on managing your local chapter. RIMS Chapters have access to event planning/online community software through chapter microsites. Chapters can manage registrations/marketing/fee collection via this tool. The website platform provides chapters the ability to house board documents ensuring proper retention of important documents during board transitions. For a demo of RIMS online community and chapter websites, please contact chapterservices@rims.org.



Support with Members Growth and Retention

In addition to the services listed above, RIMS provides services to assist chapters in membership recruitment and retention, including:

- A list of prospective members in your area can be downloaded and sorted by title, location, etc. Upon request, membership recruitment information will be sent to the same list. Maintains member database of current chapter officers.
- RIMS staff will consult on membership recruitment and retention with chapter officers.
- RIMS staff can participate in chapter membership recruitment planning sessions, upon request.
- Chapter membership analysis can be provided upon request.

Chapters can download these resources to augment their own membership marketing efforts:

- PowerPoint slides of RIMS member benefits and services
- Recruitment and retention tips for chapters
- Sample chapter recruitment email
- Sample chapter renewal email

QUICK LINKS TO KEY RESOURCES



RIMS Bylaws – Governing document of the Risk and Insurance Management Society.
www.rims.org/docs/default-source/default-document-library/RIMS-bylaws-2022.pdf



RIMS Model Chapter Bylaws – Template document for RIMS chapters to develop bylaws.
http://rims.org/docs/default-source/chapter-resources/190613-model-chapter-bylaws097a196194db4a528b3d03fa6b616505.docx?sfvrsn=2c75edba_2



Sample Position Descriptions – Template document for RIMS chapters to create chapter officer positions and duties of each officer.
<https://rims.org/docs/default-source/chapter-resources/rims-chapter-officers-volunteer-job-descriptions.pdf>



PERK Program – The RIMS Professional Exchange of Risk Knowledge (PERK) program is a free educational program offered to RIMS chapters who are looking for innovative programming at their next chapter meeting.
<https://www.rims.org/PERK>



Chapter Formation Handbook – Step by step guide on how interested parties can form a new RIMS chapter.
<http://rims.org/community/chapters/chapter-officer-tools/chapter-management/forming-a-new-chapter>



Chapter Website Access – Listing of who can view and edit certain pages on each RIMS supported chapter website.
<http://rims.org/community/chapters/chapter-officer-tools/chapter-management/chapter-tools-website-access>



Chapter Internal Controls – RIMS has established a minimal level of internal financial controls for chapters to adopt.
http://rims.org/docs/default-source/chapter-resources/chapter-internal-controls-document.pdf?sfvrsn=466f4dc_2

RIMS BRANDING AND GUIDELINES

PRIMARY COLOR

PMS 301	CMYK	100 53 4 19
	RGB	0 75 135
	HEX	#004B87

SECONDARY COLORS

PMS 7546	CMYK	73 45 24 66
	RGB	54 67 83
	HEX	#354353

PMS 178	CMYK	0 78 58 0
	RGB	243 115 93
	HEX	#FE7360

PMS 375	CMYK	46 0 90 0
	RGB	177 210 53
	HEX	#B1D235

The official color of RIMS and the RIMS logo is PMS 301.

When the blue RIMS logo will not work in a particular instance, the only other acceptable colors for the RIMS logo are black or white (knockout/reversed).

The secondary colors offer an extension to the core brand color and should be limited in use to text and simple design elements. Supporting brand elements, such as document footers, may be requested from RIMS Creative Department.

The RIMS logo should NEVER be used in any of the secondary colors.

Shown below are the three ways to correctly use the RIMS logo, beginning with the recommended color version.



PMS 301 or CMYK (c:100, m:53, y:4, k:19) match should be used when color can be used.



The logo may appear in all black, if necessary.



The logo may appear in white on a color background.

CHAPTER LOGOS

Each RIMS chapter will be permitted to have its own logo with one icon to represent itself or use the RIMS standard chapter logo (see below for examples). Created by the RIMS design department.

- Chapter logos will be created as a vector file, in Adobe Illustrator and saved as an eps, jpg or any other type of file the chapter will need for their usage upon final approval.
- Photographs (especially anything pulled off of the internet) will not be used in the logo. These images will not reproduce well when printed, embroidered or when used at larger sizes. Any images used within the chapter logo need to be vector-based.
- The chapter logo will have the RIMS logo in the corporate color (PMS 301 or CMYK (c:100, m:53, y:4, k:19)) and the chapter icon can have a different color or colors representing the chapter.
- The chapter logo will be created using PMS colors or CMYK colors to the specs the chapter needs.
- Please allow up to 2-3 weeks from submitting your request for a draft of your logo for approval.

RIMS standard chapter logo



RIMS custom chapter logos



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