

Checklist for Volunteers as Board Members

Boards and committees of management of not for profit organisations are pivotal to the good management, viability and direction of their organisations. Boards must comply with legislative and fiscal responsibilities as well as engage in planning and policy setting and thus constantly working towards the realisation of the organisation's mission.

When joining the board of a not-for-profit organisation there are a number of things that you may wish to consider:

- Is the organisation a registered not-for-profit organisation i.e. an Incorporated Association or a Company Limited by Guarantee?
- Is the organisation able to provide you with the most recent copy of the annual report, audited accounts, mission statement and other relevant documentation?
- Does the organisation have professional indemnity and insurance which covers board members when discharging their duty?
- Is there a written position description for you as a board member and does it explain your role as a board member?
- Have you been fully briefed on the governance role of the board and the legal liabilities and requirements of a board member?
- Is the philosophy of the organisation compatible with your own values and beliefs?
- Is the time commitment required of you achievable?