

# Board inductions – bringing on a new board member

Legal information for community organisations

## This fact sheet covers:

- ▶ why is board induction important?
- ▶ who is responsible for board inductions?
- ▶ what should happen before an appointment to the board?
- ▶ what should be covered in a board induction?
- ▶ performance and development of board members, and
- ▶ a checklist to support the board induction process

**This fact sheet provides general information about the process for inducting people to a community organisation’s governing body (the board or committee of management).**

A properly-functioning board is vital to the success and longevity of any community organisation. The effective operation of a board largely depends on the free exchange of information and ideas between its members. Ensuring new board members are quickly brought up to speed with the organisation (including its strategy and the environment within which it operates) is an important aspect of every board’s role.

This fact sheet uses the words ‘board’ and ‘board member’. These words have been used in a generic sense to refer to and identify the decision-making body of an organisation, the people that form the decision-making body, and the group of stakeholders that the decision-making body serves.

In this fact sheet we use	The equivalent name used by your organisation might be
Board	Committee, Committee of Management, Council
Board member	Committee member, Director, Councillor
Rules	Rule book, Constitution, Governing document

## Why is board induction important?

There are many different roles and people involved in running a community organisation.

It’s important that board members understand the role of a board generally, their specific role on the board and how their role is different from other people’s roles in the organisation. Taking the time to establish a good board induction process is a prudent investment in any community organisation’s future.



A person invited to join the board of a community organisation may have an extensive background in the not-for-profit sector and board experience. Equally, a new board member may be volunteering their services for the first time, have no previous board experience and no detailed knowledge of the sector or the organisation.

In either scenario, making sure an effective board induction process is established and implemented is an important way of ensuring that new board members:

- quickly develop a clear understanding of the organisation and its expectations of them as board members
- understand the legal obligations, duties and liabilities that accompany the role, and
- are equipped with the information they need to hit the ground running and make a meaningful contribution to the work of the board

More broadly, an effective board induction is a useful way to establish and promote a good board culture and governance generally within the organisation.

## Who is responsible for board inductions?

The responsibility for conducting board inductions is ideally shared between the board itself, senior management of the organisation it oversees and the new board member.

The board chair, or another senior person in the organisation, will often play a pivotal role in the induction process for new board members. A person who knows the organisation ‘inside out’ should oversee the process so that the necessary information can be shared with the new board member and any questions can be answered in an appropriate way.

The person who assumes responsibility for overseeing the induction process should be supported by other board members and senior management. For instance, the organisation’s CEO may be involved in the process: introducing the new board member to key members of the management team, conducting a briefing on the challenges and opportunities facing the organisation and conducting a tour of the organisation’s premises or operations.

A new board member also needs to make themselves available to participate actively in the process.

## What should happen before a person is appointed to the board?

Before a person is appointed to the board, an organisation should take a number of steps to make sure the appointment is both legal and sustainable.

The following questions should be considered:

### 1. Does the person meet the organisation’s requirements? Are you selecting the right person?

Board members should have a range of (or be able to quickly gain) skills and traits, including:

- enthusiasm for, and knowledge of, the organisation and its mission
- adequate time for the task
- basic understanding of the role of a board and an interest in board work
- good working relationships with other people involved in managing the organisation
- reliability and good organisational skills, and
- strong communication skills



### Tip

There are websites where you can post free notices for board vacancies, such as on [Our Community's Business on Boards](#), [Pro Bono Australia's Volunteer Match](#) and [Volunteering Australia's GoVolunteer](#).

You may also be required to conduct relevant screening checks, such as police checks, reference checks and working with children checks, where appropriate.



### Related Not-for-profit Law resource

For more information about the legal issues arising when recruiting and engaging employees, see [our webpage on background checks](#).

## 2. Does the person meet the legal requirements for appointment to the board?

Your organisation may **set out requirements in its rules** in relation to the appointment of board members. For example, there may be a requirement that the person be a member of the organisation in order to be appointed to the board or that they must be at least 18 years of age.

There are also certain legal requirements for the appointment of board members and for specific roles, such as the 'secretary' or 'public officer' (people who hold these roles are typically responsible for reporting to the regulator), that must be met in addition to anything set out in your rules.



### Related Not-for-profit Law resource

For more information about positions in an incorporated association in your jurisdiction and in a company limited by guarantee (CLG), see the Not-for-profit Law's ['Running the Organisation' webpage](#)

The requirements for appointment are different in each jurisdiction and for the different legal structures available to not-for-profit groups.

We have provided a high level overview below for the two most common legal structures. This is not exhaustive and, if you are involved in board appointments, you should refer to the legislation governing your organisation and familiarise yourself with the specific requirements that apply to the board members. If you are uncertain about the requirements, contact the regulator, or seek legal advice.



### Note

In some circumstances, a person will automatically cease to be a board member. For example, in Victoria, a person automatically vacates their board position on the committee or board if they are declared bankrupt

## Companies limited by guarantee (CLG)

If your organisation is incorporated as a **company limited by guarantee (CLG)** under the *Corporations Act 2001* (Cth) (**Corporations Act**), a board member (referred to as a 'director') of the CLG must:

- consent to the appointment
- be at least 18 years old
- not have been convicted of various offences such as fraud or offences under the Corporations Act (and certain time limits apply from the time of conviction or release from imprisonment)
- not be an undischarged bankrupt or have executed a personal insolvency agreement, and
- not be the subject of a court disqualification order

Note that at least two directors of a CLG must ordinarily reside in Australia.

CLGs must also appoint a company secretary. A company secretary may, may but does not have to be, a director of the CLG. However, a company secretary must meet similar legal requirements as a director does and a company secretary must also provide their consent **before** being appointed.



### Note – Director Identification Numbers

Directors are now required to have a Director Identification Number (**DIN**).

#### Who needs a DIN?

If you are a director of any of the following organisations, you must have a DIN:

- a company (for example, a company limited by guarantee registered under the *Corporations Act 2001* (Cth))
- an Indigenous corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a corporate trustee (for example, of a self-managed super fund)
- a Registrable Australian Body (**RAB**) (for example, an incorporated association that is registered with the Australian Securities and Investments Commission as a RAB)
- a foreign company registered with ASIC that carries on business in Australia

A director must apply for their DIN themselves because they will need to verify their identity. This application is made through a new [Australian Business Registry Service](#).

#### When must a director apply for a DIN?

When a director must apply for a DIN depends on the date they become a director.

A director under the *Corporations Act 2001* (Cth) must apply for a DIN:

- by 30 November 2022 if they became a director on or before 31 October 2021
- within 28 days of appointment if they became a director between 1 November 2021 and 4 April 2022, or
- before appointment as a director if they become a director from 5 April 2022

A director under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) must apply for a DIN:

- by 30 November 2023 if they became a director on or before 31 October 2022, or
- before appointment as a director if they become a director from 1 November 2022

For more information, see the [Australian Business Registry Services webpage on 'who needs to apply for a DIN and when'](#).



## Related resource

For further information about companies, their directors and secretary's duties, see the Australian Securities and Investments Commission (**ASIC**) webpage – [‘Your company and the law’](#).

## Incorporated associations

Organisations that are incorporated under state incorporations laws will need to make sure they meet any specified requirements set out in those laws.

The table below outlines these requirements. However, you should refer to the legislation to make sure that you are clear about the requirements and that the person your organisation is appointing meets the requirements. Note in the table below we have used the term ‘management committee’ rather than ‘board’, as that is the term you will find in the legislation.

State or territory	Requirements
<p><b>Victoria</b></p> <p><i>Associations Incorporation Reform Act 2012</i></p> <p>Sections 72,73(3) and 78</p>	<p>No specific requirements for general management committee positions exist under the legislation, however, a person will automatically stop being a committee member in certain situations (including if they have been disqualified from holding office as a director of a company, indigenous corporation or a co-operative). This means such people should not be appointed to the position.</p> <p>In Victoria, the <b>secretary</b> of an incorporated association must:</p> <ul style="list-style-type: none"> <li>• consent to the appointment to the position</li> <li>• be at least 18 years old, and</li> <li>• be a resident of Australia</li> </ul> <p>A secretary of a Victorian incorporated association may, but does not have to be a member of the management committee.</p> <p>You can find further information on Consumer Affairs Victoria's <a href="#">website</a>.</p>
<p><b>New South Wales</b></p> <p><i>Associations Incorporation Act 2009</i></p> <p>Sections 28, 34</p>	<p>A committee established to manage the affairs of an association is to include three or more members, each of whom is aged 18 years or more and at least three must be ordinarily resident in Australia.</p> <p>In New South Wales, the <b>‘public officer’</b> of an incorporated association must be:</p> <ul style="list-style-type: none"> <li>• a person who is 18 years old or more; and</li> <li>• ordinarily resides in New South Wales.</li> </ul> <p>The public officer of a NSW incorporated association may, but does not have to be a committee member.</p> <p>You can find further information on Fair Trading NSW's <a href="#">website</a>.</p>
<p><b>Queensland</b></p> <p><i>Associations Incorporation Act 1981</i></p> <p>Sections 61, 61A, 65 and 66(1)</p>	<p>All incorporated associations are to have a management committee consisting of at least three members who must be adults and include one president and one treasurer.</p> <p>A person is not eligible to be elected to the management committee if the person:</p> <ul style="list-style-type: none"> <li>• has a conviction and the rehabilitation period in relation to the conviction has not expired</li> <li>• is an undischarged bankrupt, or</li> <li>• has entered into certain arrangements due to bankruptcy</li> </ul> <p>In Queensland, the <b>secretary</b> of an incorporated association must:</p> <ul style="list-style-type: none"> <li>• reside in Queensland, or</li> <li>• reside in another state but no more than 65km from the Queensland border</li> </ul>



	<p>The secretary of a QLD incorporated association may, but does not have to be a committee member (they can be elected by the association or be appointed by the management committee).</p> <p>You can find further information on the Queensland Government <a href="#">website</a>.</p>
<p><b>Northern Territory</b> <i>Associations Act 2003</i> Sections 4, 27, 30 and 40</p>	<p>A person can't be a member of the management committee if:</p> <ul style="list-style-type: none"> <li>• they are an 'insolvent under administration' or 'a disqualified person' as declared in writing by the Commissioner of Police, or</li> <li>• have been convicted of certain offences (including offences involving fraud or dishonesty, or in relation to the promotion, formation or management of a body corporate),</li> </ul> <p>unless they have applied for, and have been granted leave from the Commissioner of Consumer Affairs.</p> <p>In the Northern Territory, the '<b>public officer</b>' of an incorporated association must be resident in the Territory and may (subject to the rules of the organisation) hold any other position on the management committee in addition to that of the public officer.</p> <p>You can find further information on the Northern Territory Government <a href="#">website</a>.</p>
<p><b>Tasmania</b> <i>Associations Incorporation Act 1964</i> Section 14</p>	<p>There are no specific requirements for general board positions.</p> <p>In Tasmania, the '<b>public officer</b>' of an incorporated association must:</p> <ul style="list-style-type: none"> <li>• be a person who is 18 years old or more, and</li> <li>• is a resident in Tasmania</li> </ul> <p>The public officer of a Tasmanian incorporated association may or may not be a member of the management committee. They can hold any other office (subject to the rules of the organisation), except the office of auditor.</p> <p>If the committee fail to appoint another person as public officer, the first public officer of an incorporated association is to be the person who applied for incorporation of the association.</p> <p>If the office of a public officer of an association becomes vacant (at any time), the committee of the association must, within 14 days after the office becoming vacant, appoint a person to fill such vacancy. Failure to comply with this requirement will result in each member of the committee being deemed guilty of an offence.</p>
<p><b>Western Australia</b> <i>Associations Incorporation Act 2015</i> Sections 39 and 40</p>	<p>A person can't be appointed as a member of the management committee if:</p> <ul style="list-style-type: none"> <li>• they are a bankrupt</li> <li>• their affairs are under certain insolvency arrangements, or</li> <li>• they have been convicted of certain offences (such as those involving fraud or dishonesty),</li> </ul> <p>unless they have successfully applied to the Commissioner to accept an appointment or act as a member of the committee of an association.</p> <p>The legislation does not specify certain positions (or specific requirements).</p>
<p><b>South Australia</b> <i>Associations Incorporation Act 1985</i> Section 30, 56</p>	<p>A person can't be appointed as a member of the management committee or be in any way (whether directly or indirectly) concerned in or take part in the management of an incorporated association if:</p> <ul style="list-style-type: none"> <li>• they are an 'insolvent under administration', or</li> <li>• have been convicted of certain offences (such as those involving fraud or dishonesty or under the SA incorporated organisation's law),</li> </ul> <p>unless they have successfully applied to the Corporate Affairs Commission to be a member of the committee.</p> <p>Subject to the rules of the association, no employee of an incorporated association is to be precluded from being appointed as a member of the committee of the association</p>



simply by reason of their employment.

In South Australia, the '**public officer**' of an incorporated association must:

- be a person who is 18 years old or more, and
- is resident in South Australia

A public officer of a South Australian incorporated association may or may not be a member of the management committee.

If an incorporated association is without a public officer for a period longer than one month, the association will be deemed guilty of an offence.

You can find more information on the South Australian government [website](#).

### Australian Capital Territory

*Associations Incorporation Act 1991*

Sections 57 and 63

A person can't be appointed as a member of the management committee, or a public officer, of an incorporated association if:

- they are bankrupt or personally insolvent, or
- have been convicted of certain offences (such as those involving fraud or dishonesty, or in relation to the promotion, formation or management of a body corporate),

unless they have successfully applied to the Supreme Court for leave to accept an appointment or to act as the public officer or a member of the committee of an association.

In the ACT, the '**public officer**' of an incorporated association must be:

- at least 18 years old, and
- a resident in the ACT

The public officer of an ACT incorporated association may, subject to the rules of the organisation, hold any other office, in addition to that of public officer.



### Related Not-for-profit Law resource

For further information about the various positions in incorporated associations, see Not-for-profit Law's fact sheet '[Who runs the organisation](#)'

Organisations registered as charities with the Australian Charities and Not-for-profits Commission (**ACNC**) also need to make sure they meet the requirements of the *Australian Charities and Not-for-profits Commission Regulations 2013 (Cth)* (**ACNC Regulations**) which sets out 'Governance Standards' that apply to people sitting on a charity's board or committee (referred to as 'Responsible Persons').

**Governance Standard 4 - Suitability of Responsible Persons** provides that the persons appointed to a charity's board or committee are:

- not be disqualified from managing a corporation under the Corporations Act, and
- not be disqualified by the ACNC Commissioner within the preceding 12 months



### Related resources

For more information about governance requirements for registered charities see the [ACNC website](#) - '[Information for New Charity Board Members](#)'.

The ACNC also has a [template document](#) that you could provide to a potential board member (so you have the person's declaration in relation to these matters).



### Tip

In addition to satisfying itself that the potential board member meets the above legal requirements for appointment, your organisation could also ask the person to sign a letter (a sample letter is available on the [ACNC website](#) for organisations registered as charities) in which they declare they:

- agree to the appointment
- satisfy the legal requirements (under the relevant law), and
- agree to notify the organisation if any of these matters, or their contact details, change

## 3. Does the chosen board member understand the legal obligations and liabilities that apply to their role?

The organisation should provide an overview of the board position, including the legal obligations that the chosen board member must comply with. The legal obligations come from a number of sources including legislation, common law (judge-made law), the organisation's governing document and any associated policies.

There are four main legal duties all board members must comply with and understand:

- duty to act in good faith and for proper purpose
- duty to act with care, skill and diligence (includes the duty to prevent insolvent trading)
- duty not to dishonestly use position or information, and
- duty to avoid conflicts of interest

While board members are typically not personally liable (that is, legally responsible) for the debts or consequences arising from an organisation's actions or decisions, there are some circumstances where a board member will be personally liable for their organisation's debts or may be subject to regulatory action.

A board member may be subject to penalties as a result of their own actions (breach of a legal duty), and they may also be held liable for the actions of the organisation they govern, where that organisation has breached a law. For example, if the organisation fails to pay certain income tax instalments (such as on salary and wages paid to employees) or superannuation guarantee payments (for employees), board members may be personally liable for these amounts. Potential board members need to understand both the legal obligations and the potential liabilities so they can make an informed decision as to whether they consent to becoming a board member.



### Related Not-for-profit Law resources

Not-for-profit Law has published a number of resources that your organisation could provide to its new board members explaining their legal obligations and potential liabilities, including '[Introduction to the role of the board members](#)' and '[Legal Duties of board members](#)'.

## 4. Have you followed the proper process for appointment of the board member?

Organisations must follow their governing document (rules or constitution) in relation to the appointment (and removal) of a person on their board. This will usually be by election of members at an Annual General Meeting, or direct appointment by the Board (for example, the filling of a casual vacancy), which may or may not need a resolution at the next meeting of the organisation.

When a board member is appointed, organisations must notify the relevant regulators.





For example:

- CLGs are required to inform the Australian Securities and Investments Commission (**ASIC**). See [ASIC website](#) - 'Adding or removing an officeholder'
- Incorporated associations must notify their state or territory-based regulator (there may be some exceptions for incorporated associations in some states who are also regulated by the ACNC)
- CLGs and IAs that are registered as charities will need to inform the ACNC. See the [ACNC website](#) - 'Update Charity Details' for further information (you can make changes through the Charity Portal).

It's important to note that time limits for notification are usually applicable and so organisations must make notification a priority.

## What should be covered in a board induction?

The main reason for a board induction is to make sure a new board member receives key information about the organisation and their role. In addition, the induction process can be used to collect information required from the board member.

The nature and extent of the information provided to the new board member will, to a degree, be informed by the size and type of the organisation (for example, a multi-million dollar disability provider compared with a small maternal health support group), the person's background and experience, as well as the information shared with them before their appointment was formalised.

In saying that, the process should, as much as possible, be conducted in a consistent manner so that each new board member receives the same information.

The induction process will often include:

- meetings with the chair, CEO, a mentor, or both (another board member that may be allocated) to introduce the organisation and invite questions, as well as meetings with other board members and senior management
- a tour of the organisation's premises and operations (if applicable)
- provision of a board induction pack (see section below – 'What documents and information do board members need to be provided with?')
- specific training or professional development in relation to the role, and
- completion and return by the board member of any outstanding appointment-related documents, such as the consent, appointment letter, declaration of interests forms

## A 'Board Induction' pack

A board induction pack should be produced and provided to each new board member at, or as soon as possible after, the time their appointment is confirmed. The following information about the person's role, the board and the organisation, is often included in a board induction pack.

### The board member's role

- A letter or document setting out the 'terms and conditions' of appointment (a sample letter is available at the [ACNC website](#) (for organisations registered as charities).
- A letter or document setting out their specific 'roles and responsibilities', including as member of a sub-committee (the job description).
- Any policies or procedures specific to board members or related documents like insurance details.
- Information about key legal duties and potential liabilities (see, for example, [Not-for-profit Law's Governance and legal duties of office holders](#)).
- Any handover notes, key contacts, regulator details and key compliance and board dates.



### Note

Both the organisation and individual board members should understand the basis on which the board member is appointed (volunteer or employee basis). This is important as there are laws that apply differently to volunteers, or some laws that do not apply at all and, as a result, different legal entitlements apply.

The letter of appointment and induction process should be clear and consistent about whether or not the board role is voluntary in nature. For more information, see [our guide to Volunteers](#).

## The board

- The structure of the board (including positions held, together with the roles and responsibilities of those positions).
- A list of all board members and their contact details (biographies, if available).
- A calendar, or schedule of forthcoming board meetings (date, time and location including whether electronic meetings) and other significant events.
- Details of any subcommittees (including roles, responsibilities and reporting lines).
- Details on how the board operates in practice (for example, how documents are circulated, amended, and stored).
- Previous minutes of board meetings (the last six to twelve months are likely to be most useful).
- Any specific board policies and procedures (such as attendance policy, disputes, delegations, confidentiality).

## The organisation

- The organisation's governing document (rules or constitution)
- Financial information (including the financial statements for previous years and audit reports, where applicable)
- Annual report
- Planning documentation (such as a corporate plan, strategic plan and financial plans)
- Risk assessment information (such as a copy of the organisation's risk register)
- Organisations policies and procedures (for example, its code of conduct, health and safety policies, social media policy)

## Performance and development of board members

In addition to ensuring that an effective board induction process is implemented, community organisations should encourage and support their board members to complete appropriate training to make sure they have the necessary knowledge and skills to properly perform their responsibilities.

Boards often receive training and professional development in the following areas:

### Financial literacy

All members of a community organisation's board should have at least basic financial literacy skills so they can understand and participate effectively in board discussions concerning the organisation's financial reports. A board member can't simply rely on the opinions and financial expertise of the treasurer. To meet



their legal duties, every board member needs to understand the organisation's financial position and contribute to its proper financial management.

A board member who doesn't have adequate financial literacy skills and knowledge to interpret financial statements, or who would benefit from refresher training, should be supported to attend appropriate financial literacy training.

### Directors' duties and governance

As already discussed, board members have a number of legal obligations or 'duties' that must be understood and complied with. The source and nature of those duties, and the potential consequences of a failure to comply with them, will differ depending on the nature of the particular organisation.

A new board member should be informed at the time of their appointment of the duties to which they will be subject to, including those under the Corporations Act, the ACNC governance standards or incorporated associations legislation (where applicable).

While these duties may seem daunting for some new board members, it's important to reassure them that these duties are essentially a common sense approach to good governance and there are supports available to help them understand the duties and how they can be met. New (and existing) board members should also be encouraged and supported to attend governance training, as required.

### Related resources

For more information about legal duties of board members, see [our webpage on governance and the legal duties of office holders](#).

### Regulatory compliance

Particularly for community organisations operating in highly-regulated environments, consideration should be given to facilitating board members' attendance at training sessions covering key regulatory issues and risks affecting the organisation. For example, if your organisation holds public events the board may benefit from training on how to identify and manage key risks, occupational health and safety or work health and safety (**OHS** or **WHS**) and negligence laws, and the types of insurance and protection available.

The board may want to consider having regular discussions about the skills and knowledge that each member brings and discuss (if any gaps) where training would be beneficial. The board may also want to give consideration to an annual review of the performance of all its board members, similar to performance assessments you might undertake with staff (if applicable). This is another good way of identifying gaps in skill or knowledge.

The following areas may be considered in these discussions and reviews:

Industry knowledge	Board of director experience	CEO succession planning	Community affiliation or Access
Financial skills	Fundraising	Government relations	Human resources
Leadership	Legal	Lobbying	Marketing or PR
Organisation management	Risk management	Strategic management	Technology or IT



## Induction checklist

We suggest completing an induction checklist for each new board member.

The following checklist is an example only. It's not exhaustive and should be tailored to the particular organisation and the board member role.

Steps	Discussion
<b>Before appointing the board member</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide the person with an overview of the position, including the legal obligations and potential liabilities that come with being a board member so the board member can make an informed decision as to whether they consent to becoming a board member.</li> <li><input type="checkbox"/> Conduct screening checks, where appropriate (if they have contact with children or other vulnerable people, some checks will be mandatory).</li> <li><input type="checkbox"/> Ensure the person meets all the legal requirements (for example – age, not bankrupt, Australian resident)</li> <li><input type="checkbox"/> Collect relevant information from the person including: <ul style="list-style-type: none"> <li>– Their consent to act as a board member (if required). The ACNC has a <a href="#">sample consent letter</a> that could be used to appoint a person to the board of a registered charity. If your organisation is not a charity, and doesn't otherwise have a consent letter it may want to consider the sample consent letter and adopting it as appropriate</li> <li>– A declaration of any conflicts of interest (potential or actual), which should be included on the organisation's risk register. The ACNC has a <a href="#">sample</a> template conflict of interest policy and a template risk register. If your organisation is not a charity, and doesn't otherwise manage documents relating to conflicts of interest, it may want to consider them (and adopt as appropriate)</li> <li>– Personal contact details, and</li> <li>– Any other requirements relevant to your organisation. For example, directors involved with a community organisation in Victoria that has a fundraising licence or is seeking a fundraising licence, may need to complete a '<a href="#">Criminal Record and Personal Insolvency Declaration</a>'.</li> </ul> </li> <li><input type="checkbox"/> Ensure the person has information relevant to the role including: <ul style="list-style-type: none"> <li>– the 'terms and conditions' of appointment letter. This is likely to include: the term of appointment, circumstances where they cease to be a board member, key duties, time commitment, information about disclosure of conflicts, insurance and any travel and reimbursement details, or remuneration</li> <li>– the expectations and specific responsibilities, and</li> <li>– any policies or procedures specific to directors</li> </ul> </li> </ul>
<b>Appointing the board member</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the governing document of the organisation (rules or constitution) to appoint the board member (this will usually be election of members at an Annual General Meeting, or direct appointment by the Board to fulfil a casual vacancy).</li> </ul>
<b>Notifying relevant regulators</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promptly notify relevant regulators upon a person becoming a member of the Board. For example: <ul style="list-style-type: none"> <li>– CLGs will be required to inform ASIC (unless they are registered with the ACNC)</li> <li>– organisations registered as charities with the ACNC will need to inform the ACNC, and</li> </ul> </li> </ul>



- organisations that are incorporated under state law (for example, the *Associations Incorporation Act 1999* (NSW)) will usually be required to notify their regulator (for example, New South Wales Fair Trading)

Note that timeframes apply and fees can be charged if notification is not given with the timeframes.

#### Completing the induction process

- Meet with the new board member to introduce the organisation and invite questions (and receive relevant documents from the board member if not already taken place prior to appointment (the declaration of meeting legal requirements, and declaration of interest's form)).
- Introduce the new board member to other board members (and senior management).
- Arrange visits to the organisation's premises and operations (if applicable).
- Discuss the new board members' needs (for example, training).
- Provide a board induction pack.

# Resources

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## Related Not-for-profit Law resources

▶ [Running the organisation](#)

This section features resources on positions in companies limited by guarantee and incorporated associations, governance, rules or constitutions, holding meetings and keeping documents and records.

▶ [The people involved](#)

Check out this section for further information on the people involved in not-for-profit organisations, including employees, volunteers, clients and members.

## Other resources

▶ [Australian Charities and Not-for-profits Commission](#)

[Guide to Governance Standards](#)

▶ [Communities in Control](#)

Issues to consider when [developing an effective board induction process](#)

## Legislation

▶ [Corporations Act 2001 \(Cth\)](#)

▶ [Associations Incorporation Reform Act 2012 \(VIC\)](#)

▶ [Associations Incorporation Act 2009 \(NSW\)](#)

▶ [Associations Incorporation Act 1981 \(QLD\)](#)

▶ [Associations Incorporation Act 2015 \(WA\)](#)

▶ [Associations Incorporation Act 1985 \(SA\)](#)

▶ [Associations Act 2003 \(NT\)](#)

▶ [Associations Incorporation Act 1991 \(ACT\)](#)

▶ [Associations Incorporation Act 1964 \(TAS\)](#)