

Incorporated associations

Inducting committee checklist

Associations Act 2003

Checklist

Whether a new committee or re-election, consider the below.

Each committee members is provided with:

- a description of their role and responsibilities
- any paperwork in relation to their eligibility as committee member
example: application for working with children's card, police clearance, bankruptcy check, first aid or anything else determined in the constitution

NOTE: it is the committee's responsibility to ensure each new committee member satisfies section 30 of the Act. Mainly that the person is not insolvent, a disqualified person or convicted of an offence in relation to fraud or dishonesty, is not convicted of an indictable offence, an offence against the Act or a prescribed offence.

- a current copy of the constitution
- a current copy of the bylaws and the minutes where they were approved by the members
- any association policies
- the last committee meeting minutes, action register and supporting documents
- a handover with any known issues, pending complaints or concerns
- the members register, asset register and conflict of interest register
- website details for the NT Government incorporated associations training videos¹.

At the first committee meeting, in addition to your general business ensure:

- the committee has a quorum to make decisions
- conflict of interest is declared
- removal and appointment of the new bank signatories
- determine who has access to email/social media and websites
- that the registers (members, asset, conflict) are up to date
- confirm insurance is up to date
- view the bank accounts to confirm the association has enough cash flow to pay an incoming bills.
- If any positions are vacant and the committee has a quorum, consider filling the casual vacancy.

¹ <https://nt.gov.au/associations>