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 videos[[1]](#footnote-1).

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> [↑](#footnote-ref-1)