

Tips for Board / Management Committee Members

1. Know what the charitable purpose of your charity is and make sure everyone is working towards it. If you are unsure, ask yourself whether your actions promote your charity's charitable purpose.
2. Be clear about your role and make sure that the roles and responsibilities of everyone at your charity are well understood, whether these are volunteers, members, board members, clients or employees.
3. Understand your charity's financial position and be familiar with its financial statements – everyone on the board shares a responsibility to make sure the charity's finances are managed well.
4. Keep your responsibilities and legal duties as a board member in mind when making decisions as a board member, particularly difficult ones.
5. Have a copy of your charity's rules: read them, understand them, follow them and if you are ever unsure, ask other board members or get professional advice.
6. Although board members act as a group, do not just follow the crowd. You should always do what you think is best for your charity, even if sometimes it means taking a different view to other board members.
7. Understand your charity's obligations to government agencies and make sure your charity is meeting them.
8. Listen to the other board members and work as part of a team. The board shares a collective responsibility for the charity and you should see board members as colleagues.
9. Be confident to declare and manage conflicts of interest responsibly. Most members of a board will encounter conflicts of interest and you should feel confident to handle them responsibly.
10. Always act in the best interests of your charity – as a board member you have a responsibility to put the interests of your charity above your own personal interests.

(Source: [Governance for good: The ACNC's guide for charity board members | ACNC](#) – accessed 31/08/2022)