



Becoming a board member: A checklist of questions to ask

The decision to become a board member for a charity is an important one. Anyone taking on this responsibility needs to be prepared and must understand the requirements of the role.

This checklist contains questions you should ask yourself when deciding if you want to join a charity as a board member, as well as questions you should ask the charity. These will help ensure you are properly prepared to take on the role and succeed.

Note: We have use the term 'board member' to refer to one of a charity's Responsible People. A 'board member', in this checklist, could be a 'committee member', 'director', 'trustee' or any other member of a charity's governing body.

Questions to ask yourself...

A checklist of questions to ask yourself in deciding whether to join a charity as a board member.

- ☐ Have I reviewed the charity's record on the ACNC Charity Register to ensure it is complete and up to date?
- ☐ Have I read and understood the charity's governing document?
- ☐ Have I reviewed the charity's financial documents to ensure they are clear and up to date?
- ☐ Have I reviewed the information on the charity's website?
- ☐ Does the charity's strategic or business plan have enough detail about its work, direction and other activities?
- ☐ Do my values align with the charity's values?
- ☐ How will my skills, knowledge and experience help the charity?
- ☐ Am I likely to have any conflicts of interest if I join this charity as a board member?
- ☐ Am I prepared to fulfill the obligations and responsibilities of a board member?



Questions to ask the charity...

A checklist of questions to ask the charity when deciding whether to join as a board member.

- ☐ Why are you looking for new board members?
- ☐ Are all the other positions on the board currently filled?
- ☐ Do the current board members work well together?
- ☐ What are the skills, qualifications, experience of the other board members?
- ☐ How often does the board meet?
- ☐ How does the board evaluate its own performance?
- ☐ Does the board have a good working relationship with management?
- ☐ What is the induction process for new board members?
- ☐ How does the charity handle conflicts of interest?
- ☐ How does the charity manage risk?
- ☐ How is the charity's overall financial health?
- ☐ What are the charity's funding sources, and how secure is that funding?
- ☐ How does the board measure the charity's financial and non-financial performance?
- ☐ Have there been any serious issues in recent years that have affected the charity?