



INTRODUCTION TO INCORPORATION

Helping you meet your obligations

KNOWLEDGE - ACTION - COMPLIANCE

Whether your not-for-profit is an Incorporated Association or a Company Limited by Guarantee, one of its most important areas of compliance is meeting the legislative requirements that go along with its incorporation.

To help your not-for-profit gain clarity about what this means in your particular circumstances, **Introduction to Incorporation** unpacks and demystifies the requirements of incorporation, and takes you step-by-step through the key obligations and responsibilities associated with your organisation's legal status.



capability

Megan J Buntine Consulting Services

About Megan J Buntine Consulting Services



Megan J Buntine Consulting Services is an owner-led consultancy practice that works to improve the capability of organisations and individuals.

"Through my knowledge, my skills, my experience, and my connections, I support the governing bodies and senior staff of all sorts of organisations to build greater governance, leadership and strategic capabilities, so they can deliver better supports and services to their stakeholders".

Megan Buntine

Megan has worked and volunteered across the human services and broader not-for-profit sectors for more than 30 years, as well as running her own businesses over the past 20 years.

She writes and speaks on a range of topics for a variety of audiences.

She particularly specialises in helping organisations with:

- Good Governance
- Strategic Planning
- Executive Coaching
- Board Mentoring
- Succession Planning
- Board Development
- Effective Leadership
- Compliance Management
- Board Evaluations
- Quality Improvement
- Risk Audits
- Tailored Training

What you **need** to know to **ensure** your not-for-profit organisation's incorporation **requirements** are met

THIS SESSION COVERS:



Understanding your organisation's legal status and its implications



Knowing your regulator's role and how they can help



Tools, resources and where to go for further help

Contact Megan to find out more:

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Training Overview

Introduction

- Incorporated Association versus Company Limited by Guarantee
- Common incorporation challenges, misunderstandings, and omissions

Legislative Context

- State or Territory, and Commonwealth
- Your organisation's governing legislation
- Regulatory bodies
- Rules/Constitution
- Charity context

Governance Requirements

- Your governing body
- Legal and ethical requirements
- Roles and responsibilities
- Purpose and Strategy
- Finance and Risk
- Who are your Members?
- Reporting obligations

Conclusion

- Useful resources
- Final questions?

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