

# Guide to starting a national association

## GATHER AND ELECT INITIAL KEY POSITIONS:

Persons registered as "Incorporated Trustees"

Elect a board of directors and any other key roles you can fill. These members should have strong financial, legal and technical skills in order to best serve the organisations establishment and growth

## IDENTIFY KEY DRIVERS

Define the following key points

- Purpose
- Vision
- Mission
- Value proposition

## DRAFT ARTICLES OF INCORPORATION

The articles of incorporation are drafted to describe the legal acknowledgement that they intend to form an organisation and how power will be assigned to the board and provide proof of accountability to all stakeholders.

## DRAFT BYLAWS

The Bylaws provide a set guide and rule set for how the organisation will be structured and coordinated. This should be available to all members for reference to adhere to.

- Purpose/Mission
- Registered Office of the NGO
- Members and qualifications and length of memberships
- Board size, responsibilities, structure
- Structure and timing of board meetings
- Subsequent roles and remit
- Committee Structures

## REGISTER WITH YOUR GOVERNING BODY

All EWB National Associations must follow the relevant regulating bodies legal guidelines. To find out where to register your national association please check this link

(<http://reference.iatistandard.org/202/codelists/OrganisationRegistrationAgency/>)

## INITIAL BOARD MEETING

- Establishing portfolio managers
- Clarify organisational structure and how the board functions
- Member journey from university to professional
- Preliminary projects

## Establish an Accounting system

Establish a payment and accounting system for recording donations, grants and sponsorships and how those funds are disseminated.

## Develop Key Organisational Plans and Strategies

- Fundraising
- Marketing
- Reporting
- Recruiting