

Congratulations you are the officer of a registered charity! As an officer your duty is to act in the best interest of your charity, making sure it stays focused on what it was set up to do and the benefit it provides to the public.

The following information will help you to understand your role as an officer and how you can run your charity well.

► Understand your rules and your role

To be a good officer, you need to understand what [type of charity](#) you are involved in and [your duties](#).

[Your rules](#) are a constitution or trust deed that describe the purpose your charity was set up for and how your charity will achieve its purpose. You can read your rules on the [Charities Register](#).

► Know your legal duties

Charities have different duties depending on how they are set up, their rules, the services they offer and their funding. A charity can do any legal activity to achieve their purpose, but it's important to know about supporting political activity and [advocacy](#) (promoting a particular point of view). For more information on your legal duties, check out [charities' obligations under the law](#) page, the [Community Law's Community Toolkit](#) and [A Legal Handbook for Charities](#).

► Manage risks carefully

It is your duty to make sure your charity has the right tools to manage risks. Make sure your charity has a [conflict of interest policy](#), and that you have a plan for when disagreements happens. CommunityNet Aotearoa has [useful policies and procedures and information](#) to help manage risk.

► Look after your money

It is your duty to know your charity's money is being used for the right things. This means making sure there are financial checks in place to protect your money. Check out the [introduction to financial management](#) resource from CommunityNet Aotearoa.

► Keep good records

Good record keeping is important. You should keep records of your meetings, what your charity earns, what you spend, what you do and your [volunteers](#). Check out CommunityNet Aotearoa's [introduction to record keeping](#).

► Be Strategic

One of the greatest challenges for any charity is planning and finding long term funding. Use [NZ Navigator](#) to find out your strengths and weaknesses. Make sure you [plan for the future of your governing group](#) and have [a plan for new members](#).

► Report annually

Registered charities must file an [annual return](#) and performance report or financial statement six months after the end of their financial year. Performance reports and financial statements must meet the [reporting standards](#) designed for charities.

► Update details

You must [keep your contact details up to date](#) so we can stay in touch and send you any reminders you might need. It is very important you update us within three months of any change to your charity's details.

► Keep learning information

It is worth taking time to learn about how to improve your charity. The resource [introduction to governance](#) from CommunityNet Aotearoa is a great place to start. You can also watch our video [support for new officers](#) and look at the [Officer Kit](#) on our website.



Still need help?

[Book a one-on-one clinic](#) and you can talk to us by phone or video chat (Zoom).



Contact us

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