

**Association**  
of **Chairs**

Effective chair  
Effective board  
Effective non-profit

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# Navigating the New Member Portal: A Quick Guide

# 01

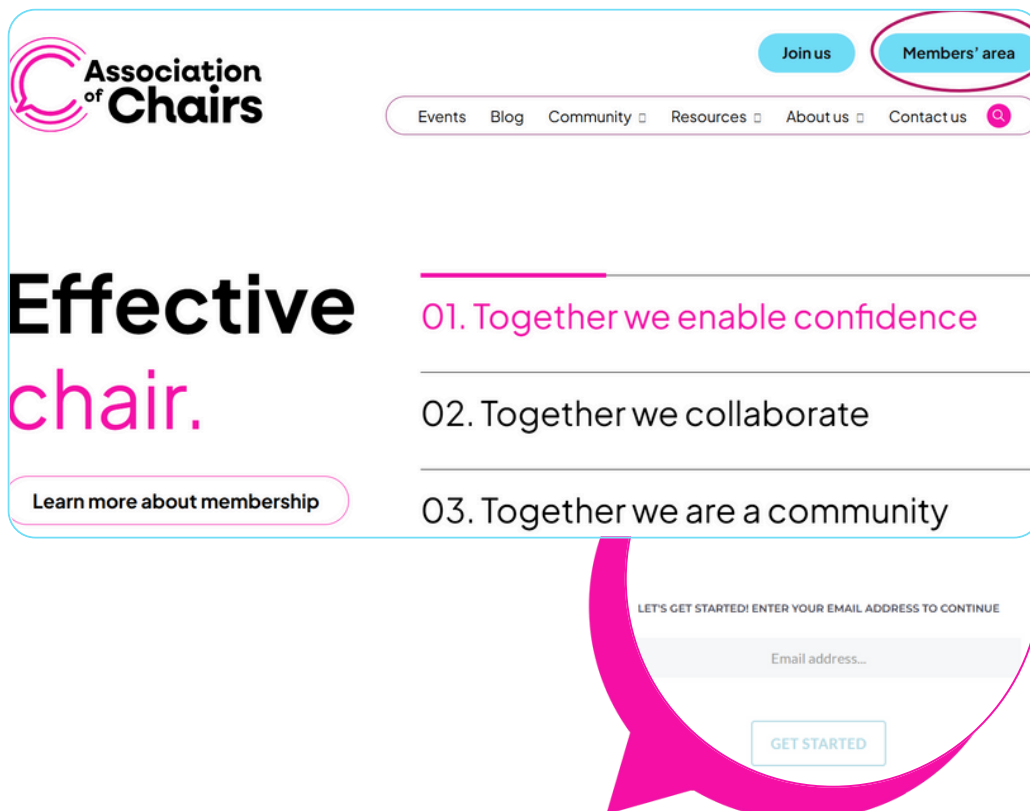
## GETTING STARTED

### LOGGING INTO MEMBER AREA

The new member portal features a brand-new members area and a new way to log into that.

- Go to the [website](http://www.associationofchairs.org.uk) (www.associationofchairs.org.uk) and click the 'Member's Area' button at the top right.
- Enter your email (the one used for your AoC account). The first time you log in, you'll receive an activation code by email.
- Check your email for an activation code (check spam if needed).
- Enter the code and set a new password.

You're in! Access the members' area.



# 02

## MEMBER DASHBOARD

This is your member dashboard, and here you can see all details about your membership. You can also renew from here and you can see any recent messages, for example confirmation of any event bookings.

[RETURN TO WEBSITE](#) **DASHBOARD** [ACCOUNT](#) [MESSAGES](#) [LOG OUT](#)

**Association of Chairs** [YOUR MEMBERSHIP](#) [EVENTS](#) [LEARNING RESOURCES](#) [NEWSLETTER](#) [SUPPLIERS](#)

### Welcome

[Edit Profile](#)

Welcome to Association of Chairs

From here you can find and manage everything you need. View your messages, payments, memberships and more with ease.

### Recent Messages

[View all messages](#)

You have no messages.

### Current Memberships

[View all your Memberships](#)

[Set up a new Membership](#)

#### INDIVIDUAL CHAIR MEMBERSHIP

**Membership settings**

Renew automatically: \_\_\_\_\_

Renewal price: \_\_\_\_\_

Payment method  
Not selected

Status ?	Price	Expires on
Active		

[Change membership plan](#)

### Your Library

[Documents](#)

[Bookmarked](#)

[Purchased](#)

Name	Author	Date	
A Question of Balance		16 Jan 2025	<a href="#">View</a>
EDI Survey 2024		16 Jan 2025	<a href="#">View</a>
Presentation and Transcript - How can board packs and agendas make meetings more, or less, effective?		14 Jan 2025	<a href="#">View</a>

### Upcoming Events

[View more events](#)

Find an event near you.

[GO TO EVENTS](#)

### KEY FEATURES:

- Review your membership status and edit profile
- Check recent communications
- Access renewal options
- View event confirmations
- Your library

# 03

## LEARNING RESOURCES

In the members' area, you can browse learning resources, including familiar favorites and a variety of new ones. You can filter them by category. Once you select a resource, you can download and print it or bookmark it for easy access later.

DASHBOARD ACCOUNT ▼ MESSAGES LOG OUT

YOUR MEMBERSHIP EVENTS LEARNING RESOURCES NEWSLETTER SUPPLIERS

Name Category Date

dd/mm/yyyy dd/mm/yyyy

Reset search

**Building Inclusive Boards: Insights from Black & Asian Chairs & Trustees**

Building Inclusive Boards – webinar

BUILDING YOUR BOARD

**Grant-making and Trustees**

Grantmaking and trustees - webinar

FINANCE AND FUNDRAISING

**Away Days**

Away days: Tips for in person and remote away days

MEETINGS AND COMMITTEES

**Passing the baton**

Passing the baton: chair recruitment and succession planning

THE CHAIRING ROLE

BACK MY DOCUMENTS BOOKMARK

Passing the baton: chair recruitment and succession planning

If you are struggling to find a new chair it can be tempting to say "anyone willing will do", for the board to accept a sudden gap in leadership, or for you to feel pressured into continuing.

This guide contains tips and ideas to help you plan for recruiting a chair and think about your succession.

Tags: the chairing role

Document date: 12/10/2024

File type: pdf

FREE

Go to your documents

DOWNLOAD

Association of Chairs

Passing the baton

### KEY FEATURES:

- Browse familiar favourites
- Discover new materials
- Use category filters
- Download or print resources
- Bookmark for later use

# 04

## EVENT BOOKING

Book and manage your event participation through two convenient methods.

### METHOD 1: MEMBER PORTAL BOOKING

Steps:

- Access Events section
- Select desired event
- Choose ticket quantity
- Complete booking
- Receive confirmation

The screenshot shows the 'Upcoming Events' section of the member portal. A hand icon points to the 'EVENTS' tab. Below the event filters, a table lists events with columns for Event Name, From Date, Until Date, and Event Type. A dashed arrow points from the table to a detailed booking view for the 'Association of Chairs Member's Ticket'. This view shows the ticket selection process, including a 'Confirm' step and a 'PLACE ORDER' button. A second dashed arrow points from the 'PLACE ORDER' button to the 'Website Booking' section.

A grid of six event cards from the member portal. Each card displays the event name, date, time, and location. The events are: 'Chairing Essentials: Building the board you want' (Mar 27), 'Online peer session - a chance to share - Apr25' (Apr 1), 'Peer support group session for London Chairs - Apr25' (Apr 23), 'Board Essentials: An introduction to trustees' core finance duties' (Apr 30), 'Peer support group session for London Chairs - May25' (May 20), and 'Dynamic Duo: Balancing the roles between Chair and CEO - Jun25' (Jun 10).

### METHOD 2: WEBSITE BOOKING

Steps:

- Navigate to main website events
- Select event
- Follow booking process
- Confirm registration

The screenshot shows the main website events page. The 'Events' tab is highlighted in the navigation bar. A grid of event cards is displayed, each with a 'Book now' button. A hand icon points to the 'Book now' button on the first event card. Below the grid, a progress indicator shows steps 1, 2, 3, and a right arrow.

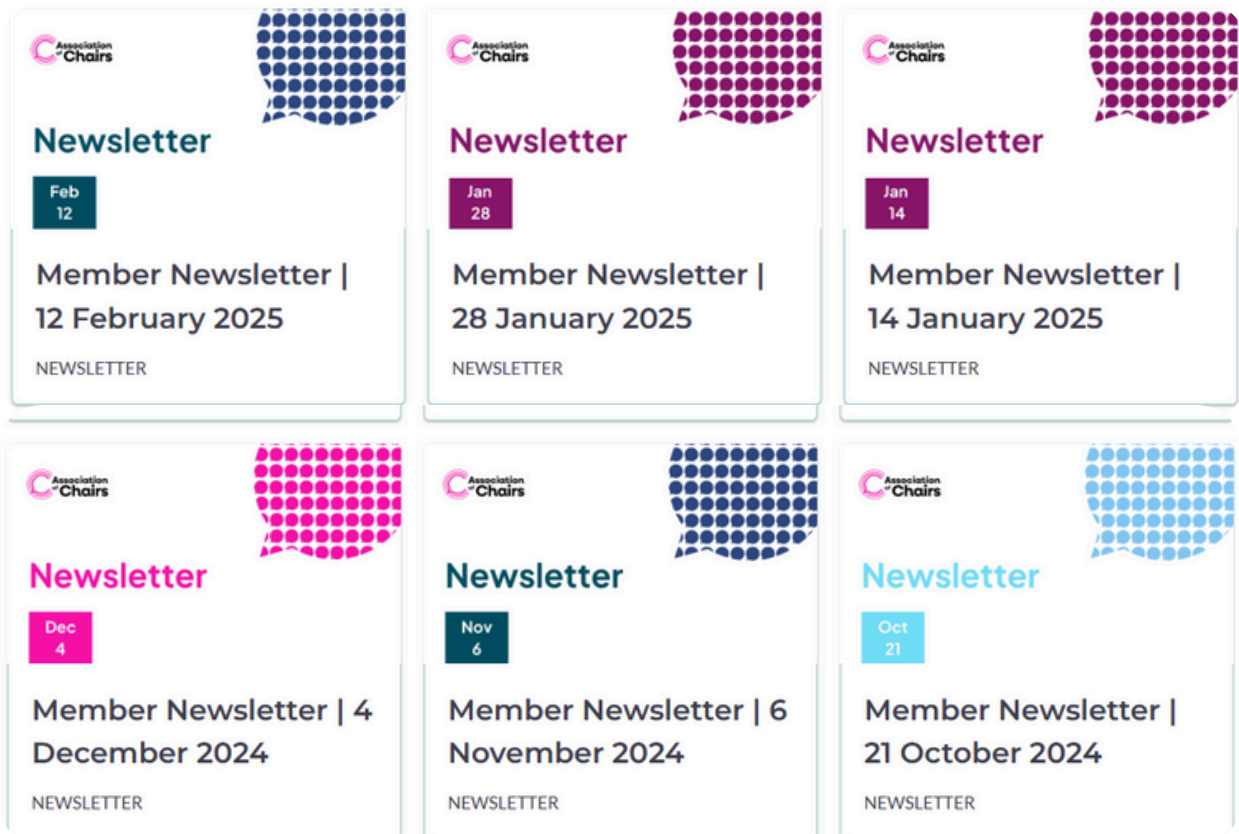
# 05

## NEWSLETTER ACCESS

Find recent editions of our newsletter in the Members area and stay informed!

### STEPS TO ACCESS:

- Click 'Newsletters' section
- Browse, filter by date, and select the desired edition
- Read online



# 06

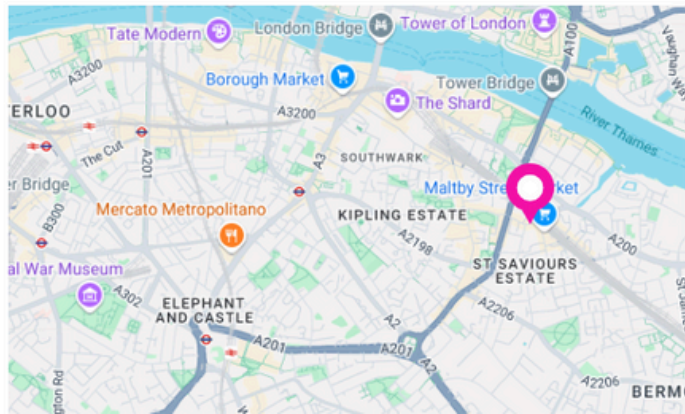
## CONTACT US

For queries, visit the 'Contact Us' page on our website and check the FAQ section. If you still need help, fill in the contact form, or email us at [info@associationofchairs.org.uk](mailto:info@associationofchairs.org.uk).

[Home](#) > [Contact us](#)

### Contact us

**Association of Chairs**  
Canopi, 82 Tanner St,  
London  
SE1 3GN



#### Frequently asked questions

- How do I join the Association of Chairs as a member?
- Am I eligible to join the Association of Chairs?
- Can I join the Association of Chairs as a corporate partner or supplier?
- What if my organisation can't afford membership?
- How do I access member benefits?
- Can I access any events on a pay-as-you-go approach?

If you still need help, please fill in the contact form below:

Name Required

First

Last

Email Required

How can we help you? Required

Please provide a brief outline of your query or request...

0 of 600 max characters

Consent Required

I agree to the [privacy policy](#).

