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# Managing your Board Membership

## *A Quick Guide*

## Board membership

Get all the benefits of an individual membership and more for your whole board.

[Become a member today](#)

# OVERVIEW OF BOARD MEMBERSHIP

Board Membership provides your board members with shared access to governance training, networking opportunities, and exclusive resources—all designed to strengthen your board's effectiveness. With flexible pricing and transferable benefits, it's a cost-effective way to support trustee development and improve board performance.

# ADMINISTRATOR WELCOME EMAIL

After purchasing the Board Membership, the administrator receives a welcome email with:

- Login link to the member portal
- Membership plan, start, and end dates
- Access to events, resources, and the member directory
- Other important information about your membership
- If you want to change the administrator for your account please contact the AoC team

## Welcome! Important information about your membership

Hi [REDACTED]

Welcome and thank you for becoming a member. Below are the details of your new membership.

You can now log in to view your membership via the portal [here](#) so you don't miss out on:

- Review member [resources](#), tips, and guides on a range of topics, written by chairs, for chairs
- Book on to online events, webinars, and peer sessions [here](#)
- Connecting with other chairs through our [WhatsApp group](#)
- View other AoC members in our [member directory](#).

If you have selected our **Board Membership** package, you can add up to 10 other trustees to your account via the "Your Membership" area of the portal.

### Membership details

- Membership plan: Board Membership [REDACTED]
- Start date: [REDACTED]
- End date: [REDACTED]

### Need any help?

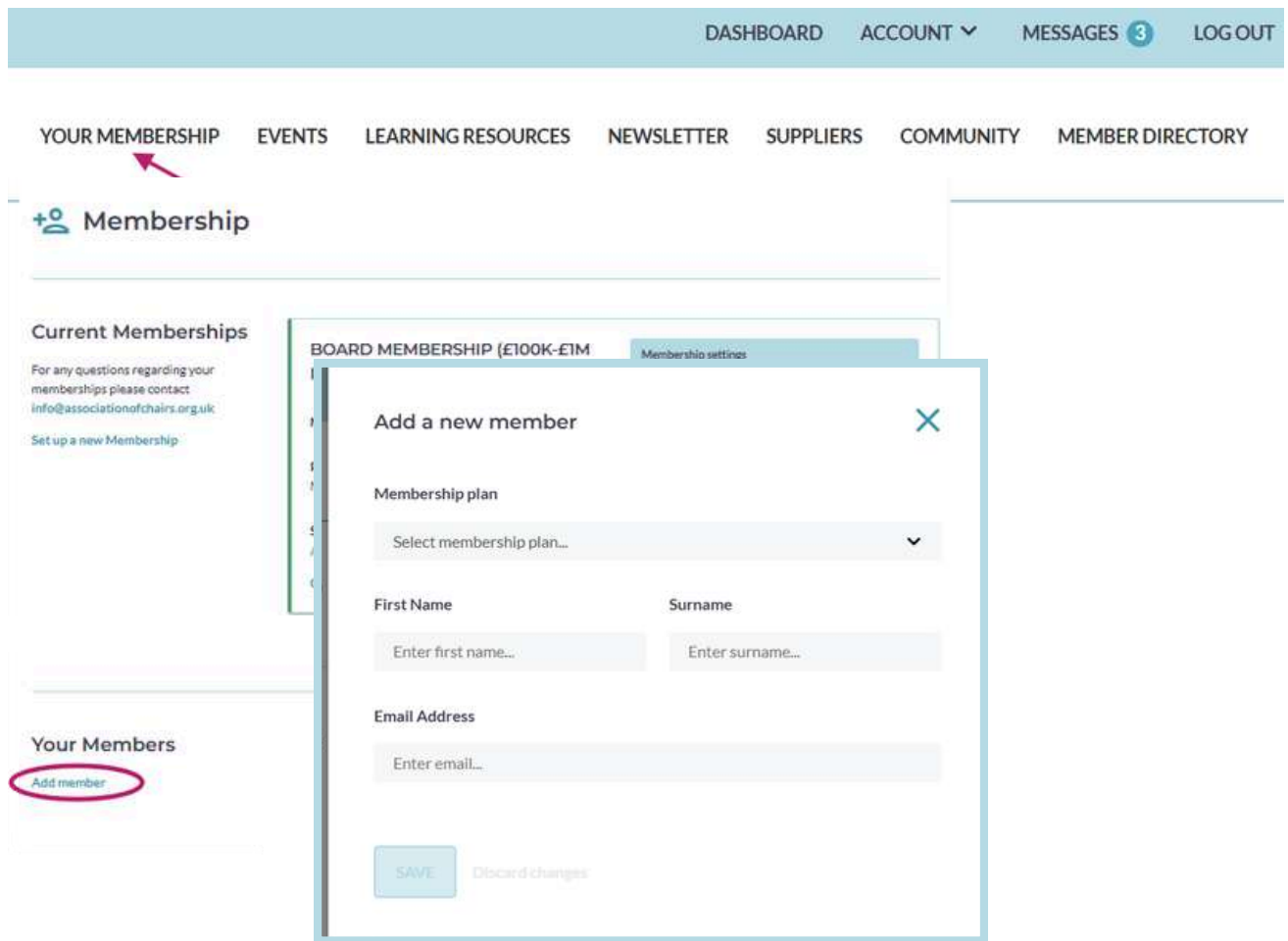
If you have forgotten your password don't worry, you can reset it [here](#).

Any other problems, please contact us on [info@associationofchairs.org.uk](mailto:info@associationofchairs.org.uk) and we'd be happy to help.

Kind regards

Helen Eade

Membership & Events Manager



# ADDING BOARD MEMBERS

- 'Log in' to the member portal and navigate to the 'Dashboard' tab.
- Locate the 'Your Membership' section on the dashboard and scroll down to find 'Your Members'.
- Below 'Your Members', click on the 'Add Member.'
- A pop-up form will appear. Fill in the required details:
  - Email Address
  - First and Last Name
  - Select Board Membership (as a membership plan)
- Click 'Save.'
- The new member will receive an automated email invite to activate their account.

You have been added as a linked member for [redacted]



Association of Chairs <info@associationofchairs.org.uk>

To [redacted]



Reply



Reply All



Forward



Wed 09/04/2025 12:46



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You have been added as a linked member for

[redacted]

Hi

You have been added as a linked member to [redacted], you can now finish setting up your account by going to our [membership area](#).

Please sign in with the email address you received this message from and activate your account, you will be sent a 6 digit code and once you have set a password you will be able to access the Board Membership

If you have any questions please feel free to get in touch with us.

Kind regards

AoC membership team

# WHAT THE LINKED MEMBER RECEIVES

- An automated email with activation instructions (check spam/junk if not received)

## Steps to activate their account:

- a) Click the link in the email.
- b) Enter the activation code sent to their email.
- c) Set a password—they'll then have full access to the member area

*Note: Only the administrator can add members (maximum of 10). To change the administrator, please email us at [info@associationofchairs.org.uk](mailto:info@associationofchairs.org.uk)*

## Your Members

Add member

Manage member

Email:

REMOVE MEMBER Manage member

First Name

Last Name

Email Address

SAVE CHANGES

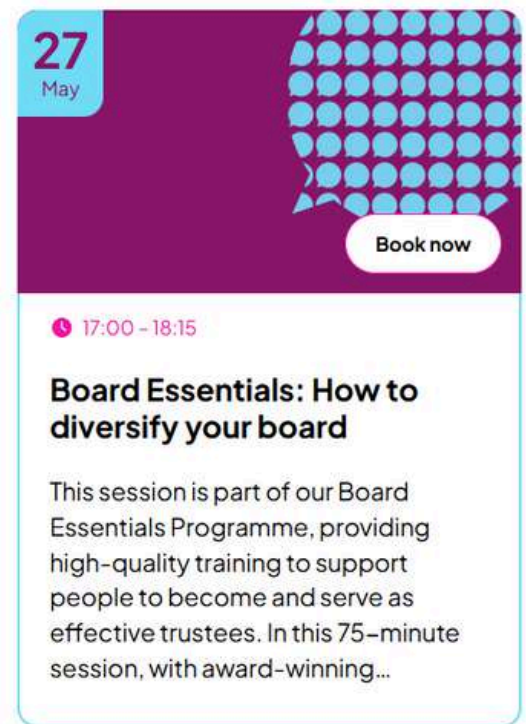
# UPDATING OR REMOVING A MEMBER

- On the 'Dashboard', go to 'Your Members' to view the list of current members.
- Find the name of the member whose details you want to update or remove.
- Click on 'Manage Member' next to their name.
- Choose one of the following actions as relevant:
  - To update details: Edit the required fields and click 'Save Changes'.
  - To remove a member: Click 'Remove Member' on the right-hand side and confirm the action.



# AN OVERVIEW OF OUR BOARD ESSENTIALS TRAINING COURSES

As part of our board membership, we offer three Board Essentials training courses covering board diversity, legal responsibilities, and core finance duties—designed for both new and experienced trustees. More courses will be added soon, all included in your membership. To access these courses for free, make sure to select a Board Membership ticket when booking—not a member/non-member ticket.



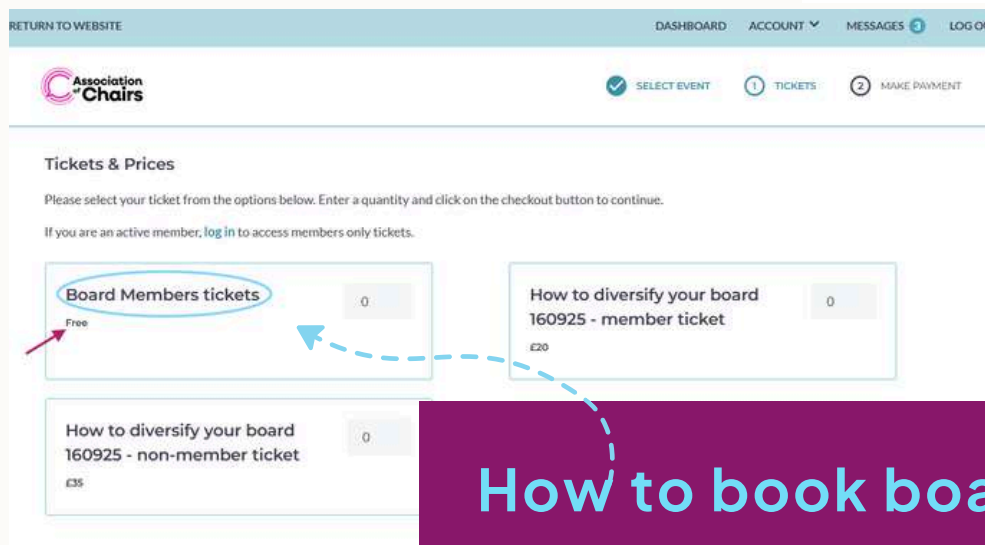
27 May

Book now

17:00 – 18:15

**Board Essentials: How to diversify your board**

This session is part of our Board Essentials Programme, providing high-quality training to support people to become and serve as effective trustees. In this 75-minute session, with award-winning...



RETURN TO WEBSITE DASHBOARD ACCOUNT MESSAGES LOG OUT

Association of Chairs

SELECT EVENT TICKETS MAKE PAYMENT

**Tickets & Prices**

Please select your ticket from the options below. Enter a quantity and click on the checkout button to continue.

If you are an active member, [log in](#) to access members only tickets.

Board Members tickets	0
Free	
How to diversify your board 160925 - member ticket	0
£20	
How to diversify your board 160925 - non-member ticket	0
£35	

## How to book board member tickets

- Go to the Events section (portal or website).
- Select the event.
- Click "Board Member Ticket," choose quantity, and checkout.
- Confirmation will be emailed.

# 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.

## Conflicts of Interest



### Managing Conflicts of Interest

WORKING WITH TRUSTEES

## Impact of Long-stay Trustees



### Presentation and Transcript - Impact of long-stay trustees or CEO, and how can boards ensure renewal?

WORKING WITH TRUSTEES

## Grant-making and Trustees



### Grantmaking and trustees - webinar

FINANCE AND FUNDRAISING



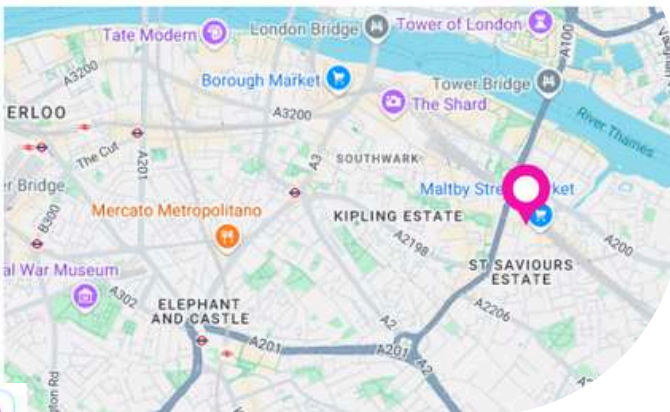
# CONTACT US

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 the member portal? ↓
- How do I make the most of my board membership? ↓
- Can I access any events on a pay-as-you-go approach? ↓
- Can you provide advice on trustee recruitment? ↓
- Why am I not receiving any emails from you? ↓
- I have forgotten my password, how do I reset it? ↓
- I need to sign in to a member's account but do not have access to the login details, can you provide me with these? ↓

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](#).