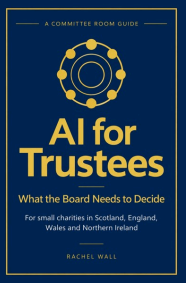
A COMMITTEE ROOM GUIDE

Twelve questions for your board

An annual check on how your charity uses AI



Use these questions once a year, or whenever your charity starts using AI for something new. Work through them together at a board meeting and tick one box for each. You don't need to know anything about the technology to answer them.

#	Question	Yes	Partly	No
1	Has the board discussed AI at a meeting in the last 12 months?	☐	☐	☐
2	Do we know which AI tools staff, volunteers and trustees use, and what for?	☐	☐	☐
3	Have we agreed which tasks AI may be used for, which need a check, and which are off limits?	☐	☐	☐
4	Is AI output checked by a person before it's relied on, published or sent to a funder?	☐	☐	☐
5	Is there a clear rule that personal information never goes into an AI tool the charity hasn't approved?	☐	☐	☐
6	Does a person make every decision that significantly affects someone?	☐	☐	☐
7	Has the board agreed whether AI can be used for board papers and minutes?	☐	☐	☐
8	Have we decided what we tell donors, funders and the public about our use of AI?	☐	☐	☐
9	Do two people approve payments above an agreed limit and to every new payee?	☐	☐	☐
10	Is AI on our risk register?	☐	☐	☐
11	Do we have a written AI policy that the board reviews at least once a year?	☐	☐	☐
12	Has the board agreed where AI could help, and does a person approve anything automated?	☐	☐	☐

What next? Anything other than "Yes" is an item for your next agenda.

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