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I wrote *AI for Association Leaders* because boards and CEOs kept asking me the same question: where do we start? Start here. Use this checklist before you roll out an AI tool, or to give your current AI use an honest health check.

1. Purpose and use cases

- ☐ Write down the member or staff problem you want AI to solve. One sentence each.
- ☐ Start with two or three low-risk uses, such as drafting, summarising or internal search.
- ☐ Rule out uses that make decisions about members without a person checking.

2. Governance and board oversight

- ☐ Name one person accountable for AI use. "Decide who is accountable" is the first of the six essential practices in the National AI Centre's [Guidance for AI Adoption](#).
- ☐ Work through the other five: understand impacts and plan, measure and manage risks, share essential information, test and monitor, and maintain human control.
- ☐ Keep an AI register of every tool in use. The guidance offers a register template and an AI policy template.
- ☐ Report AI use and risks to the board at least twice a year.

3. Privacy

- ☐ Do not enter personal information, and particularly sensitive information, into publicly available generative AI tools. This is the OAIC's recommendation ([OAIC: privacy and commercially available AI products](#)).
- ☐ Check that any AI use of member data fits the purpose you collected it for (APP 6), or get consent.
- ☐ Treat AI output as possibly wrong. Have a person check anything about a real member (APP 10).
- ☐ Work through the OAIC's [privacy checklist for commercial AI products](#).

4. Data and security

- ☐ Read the Australian Cyber Security Centre's guidance on [engaging with AI](#). It recommends using it alongside the Essential Eight.
- ☐ Turn on multi-factor authentication, update software and back up your data ([cyber.gov.au: small business](#)).
- ☐ Decide which data types staff may never paste into AI tools.

5. Staff capability and policy

- ☐ Publish a short AI use policy: approved tools, banned uses, and who to ask.
- ☐ Train every staff member before they use an approved tool, then refresh yearly.

6. Vendor checks

- ☐ Ask each vendor how your data is stored, who can access it, and whether it trains their models. The OAIC suggests turning off data-sharing features where you can.
- ☐ Run a Privacy Impact Assessment for any tool that handles personal information.

7. Transparency with members

- ☐ Update your privacy policy and collection notices to explain how you use AI (OAIC, above).
- ☐ Tell members when they are dealing with an AI tool, such as a chatbot.

8. Measuring results

- ☐ Set one measure per use case before you start, such as hours saved or response time.
- ☐ Review after 90 days. Keep, fix or stop.

This Week

Hold a 30-minute meeting with your team. List every AI tool anyone is already using. That list is the first page of your AI register.

Reader offer: Take the next step with my online course, AI for Association Leaders. Use code **READAI15** at checkout for 15% off: <https://nexuslearningacademy.thinkific.com>

Want help? Book a free 20-minute Discovery Call: <https://calendly.com/anniegibbins/discovery-call>

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