

**Association  
of  
Chairs**

Effective chair  
Effective board  
Effective non-profit

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# Navigating the New Member Portal: A Quick Guide

# 01

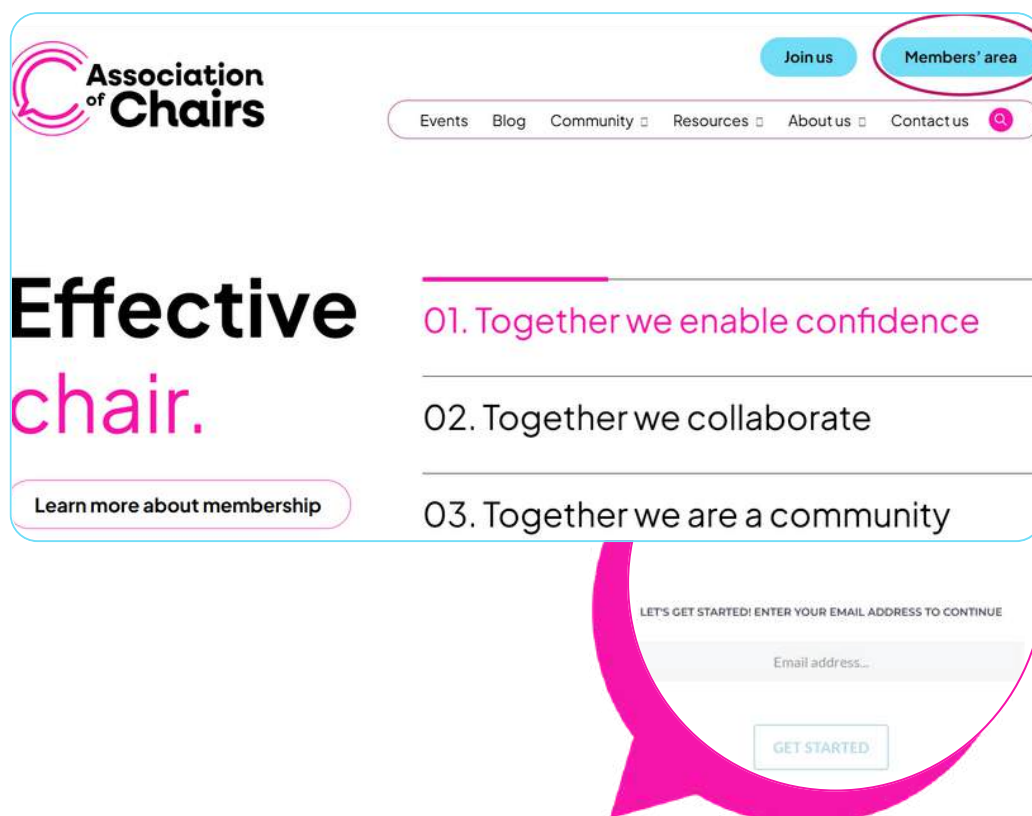
## GETTING STARTED

### 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 ([www.associationofchairs.co.uk](http://www.associationofchairs.co.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](#)

[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

### Current Memberships

For any questions regarding your memberships please contact [info@associationofchairs.org.uk](mailto:info@associationofchairs.org.uk)

[Set up a new Membership](#)

#### BOARD MEMBERSHIP (£100K-£1M INCOME)

Member:

Payment method  
Not selected

Status: Expires on  
Active

[Change membership plan](#)

#### Membership settings

Renew automatically: No

Renewal price: £275.00

[MEMBERSHIP CARD](#)

[Membership Card Info](#)

### 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.

**Navigation Bar:** DASHBOARD ACCOUNT ▼ MESSAGES LOG OUT

**Menu:** YOUR MEMBERSHIP EVENTS **LEARNING RESOURCES** NEWSLETTER SUPPLIERS

**Search Filters:** Name Category Date dd/mm/yyyy dd/mm/yyyy Reset search

**Learning Resources:**

- 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

**Resource Detail View (Passing the baton):**

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

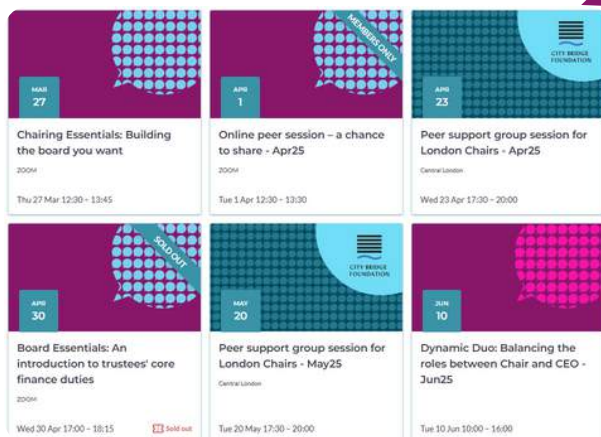
Book and manage your event participation through two convenient methods.

### METHOD 1: MEMBER PORTAL BOOKING

Steps:

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

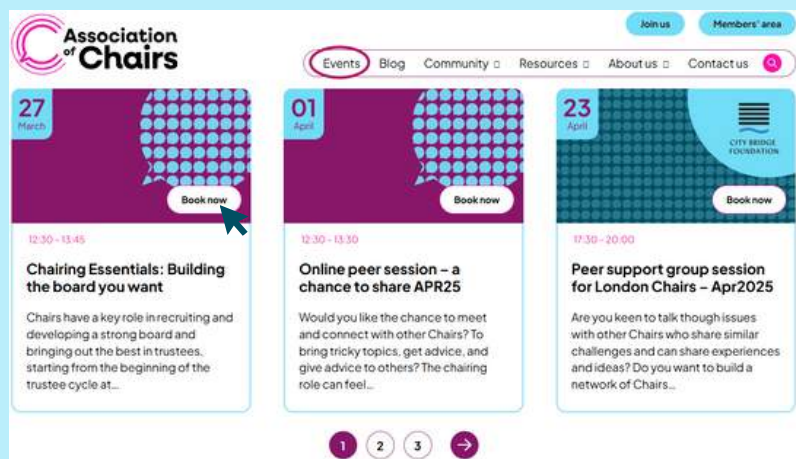
The screenshot shows the 'Upcoming Events' section of the member portal. A hand icon points to the 'EVENTS' tab. Below the event list, a search bar and filters are visible. A dashed arrow points from the 'Events' section to the 'Tickets & Prices' section, which shows the 'Association of Chairs Member's Ticket' selected with a quantity of 1. Another dashed arrow points from the 'Tickets & Prices' section to the 'Confirm order' section, which has a 'PLACE ORDER' button.



### METHOD 2: WEBSITE BOOKING

Steps:

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





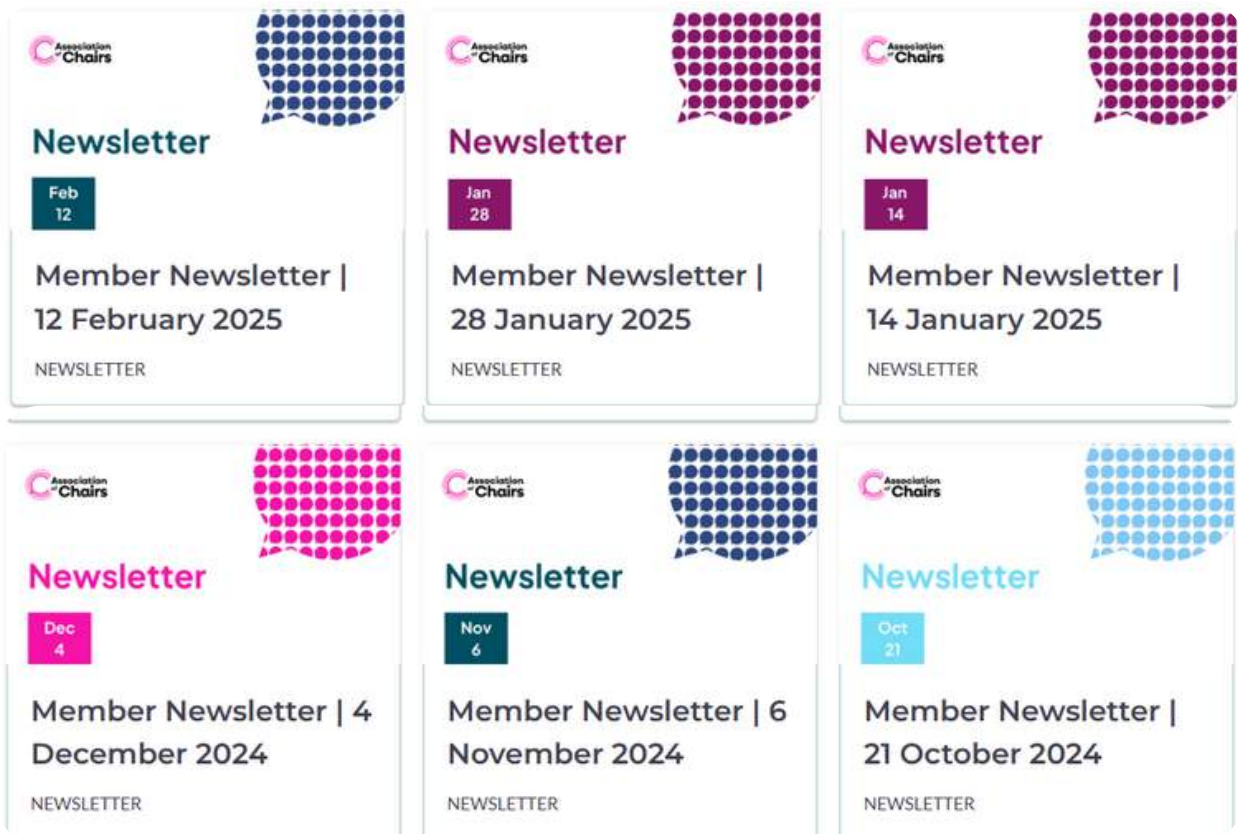
# 05

## 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



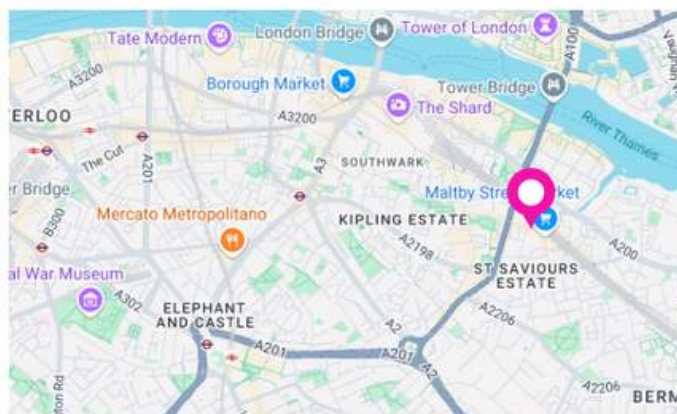
## CONTACT US

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.co.uk](mailto:info@associationofchairs.co.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](#).

Submit