

Your Not-for-Profit's 3-Step AI Governance Starter Kit

Here are three easy steps to get your AI governance framework started.

STEP 01 | Review Your Current CSP Setup (2 hours)

Create a simple spreadsheet with these columns:

- **Who is using AI?** (team/role).
- **What AI tools?** (ChatGPT, Copilot, other).
- **For what purpose?** (content, research, analysis).
- **What data are they putting into it?** (public, internal, personal).
- **Any concerns?** (note anything that makes you uncomfortable).

STEP 02 | Create your "AI Acceptable Use" 1-pager (4 hours)

Note that this is not your full policy. This is the interim guidance for your staff while you build a more comprehensive solution.

Essential Elements:

- **What's allowed:** General use cases that are pre-approved (e.g., "AI can help draft content, but a human must review before publishing").
- **What requires approval:** Use cases that need IT/management sign-off (e.g., "Processing donor data through AI tools requires written approval").
- **What's prohibited:** Red lines that are never okay (e.g., "Never upload beneficiary case files, medical records, or sensitive personal information").
- **Who to ask:** Clear point of contact (probably you) for questions.

PRO TIP: When deploying AI, consult the Office of the Australian Information Commissioner (OAIC), which has published guidance on privacy and the use of commercially available AI products. Use it when drafting your prohibited users.

You can access OAIC's guidance here →

STEP 03 | Brief your Board (30 minutes + Q&A)

Your board needs to understand three things:

1. **What is happening:** "We're among the 67% of NFPs using AI; currently 86% of the sector lacks formal policies".
2. **What the risk is:** "Without governance, we face compliance issues (Dec 2026 Privacy Act), donor trust concerns, and potential data breaches".
3. **What you're doing:** "We're implementing a governance framework using government resources, and I need board approval to proceed".

What you're asking for:

- Board resolution acknowledging AI use and authorising governance development.
- Small budget allocation (if needed) for training or consultation.
- Assignment of an AI governance champion (board member + staff lead).

Need further assistance?

As a Microsoft Solutions Partner serving over 200 Australian not-for-profits and charities, Professional Advantage understands the industry's landscape of limited budgets, high accountability expectations, and unique compliance requirements. We have helped Australian charities navigate AI adoption safely and affordably, with governance frameworks sized for your organisation.

Contact us for a no-obligation consultation on AI governance for Australia not-for-profits.

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