

NGO / SOCIETY RESOLUTION - ADAPTATION GUIDE

How to draft a resolution that matches the actual decision

How to use this guide. Use the companion editable file for drafting. Keep the final version consistent with the organisation's records and any prescribed format.

Drafting rule

- State one decision clearly.
- Name the authorised person and exact powers.
- Add financial/time limits where relevant.
- Keep the resolution with the underlying minutes.

Typical uses

- Banking/signatories
- Portal or filing authority
- Project/grant approval
- Contracts or asset approvals where permitted

Checks before final use

- Confirm the meeting body had authority to pass the decision.
- Use bank/authority wording where a prescribed resolution is required.
- Property or regulated filings may require further approvals/certification.

LendLink note. This is a free preparation resource. Official forms, current law, donor conditions and professional certification requirements take precedence.