

OnBoardWA

User Guide for Not-for-Profit Organisations

What is OnboardWA?

To support Not-for-Profit boards and committees in enhancing their diversity, skills and experience, advertisements for Not-for-Profit board vacancies can now be listed on OnBoardWA. This creates a central, online portal for advertising key board roles.

Registering as a Not-for-Profit Organisation

In order to post board vacancies to OnBoardWA, not-for-profit organisations must first register as an employer.

1. Navigate to the [Registration Page](#)
2. View and accept the terms and conditions, disclaimers and privacy policy statements.



3. Complete the registration form, and click the **Register** button.

Employer registration

To register with OnBoardWA to advertise a Not-for-Profit board vacancy, please complete the following information and then press the Register button.

Fields labelled like * this are mandatory.

Title	<input type="text" value="-- Select from List --"/>
* First name	<input type="text"/>
* Surname	<input type="text"/>
* Business/trading name	<input type="text"/>
* Email contact	<input type="text"/>
* Phone contact	<input type="text"/>

Once registered, you will receive an email with your log in details - your email address will become your username, and you will be automatically issued a password code for your first log in. Please be sure to change your password to something secure, but easy for you to remember.

4. You will receive a registration confirmation message on the screen, and your login details will be sent to the email address you provided.

Registration successful

Thank you for registering as a Not-for-Profit employer with OnBoardWA.

Your login details have been sent to the email address you supplied. If you do not receive an email please contact boards@dpc.wa.gov.au

Once you have logged in, you will be able to submit a request to advertise a board vacancy, view previously posted board vacancies and update your details.

To get started, please select [Employer Login](#) on the left-hand side menu.

Advertising a Board Vacancy

Once you have registered, you will need to log in to submit an advertising request. Your request will be considered by Cabinet Services, and if approved your board position will be advertised.

1. Click on [Employer Login](#) on the left-hand side menu.
2. Enter your details and click **Login**.

Employer login

Already registered?

Email	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

3. You will be taken to the **Employer Home** page.

Employer Home

LOGOUT

Employer home

Post a new vacancy

My vacancies

My Details

Job Search

Welcome Ainsley Patel
You have logged on as a Not-for-Profit employer to OnBoardWA.

Vacancy request options
[Submit a Not-for-Profit board vacancy](#) for posting on OnBoardWA.
[View Not-for-Profit board vacancies posted previously](#) on OnBoardWA.
[View Not-for-Profit board vacancies pending approval](#) by Cabinet Services.

Update registration details
[Update details](#) such as your Not-for-Profit information or phone number.

Contact
Cabinet Services, Department of the Premier and Cabinet
T: (08) 6552 5666
E: boards@dpc.wa.gov.au

4. Click on the **Submit a Not-for-Profit board vacancy** link.

Vacancy request options
[Submit a Not-for-Profit board vacancy](#) for posting on OnBoardWA.
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5. Enter the required information about your board vacancy in the relevant fields. Provide as much detail about the board position and the requirements as possible to attract the most suitable candidates.

*Please note: OnBoardWA does not provide a candidate management facility, and potential candidates will be directed to apply via your organisation's website. You will need to provide the link to your website in the **How to Apply** section of the form.*

* Role Title: Expressions of Interest for Board Directors

* Organisation: Demo Company

* Location: Perth

* Role Description: Demo Company is seeking Expressions of Interest for positions on the Board. We are seeking representatives from a diverse range of backgrounds to govern the organisation through an exciting period of expansion and development. It is highly desirable for potential board members to have a thorough understanding of current government policy, and possession of relevant experience and established business networks. Nominations from outside the Perth metropolitan area are encouraged.

* How To Apply: Please apply via the Demo Company website, www.democompany.com.au Download and complete the Board [EOI](#) form, and return via email to apatel@democompany.com.au.

Contact Person: Ainsley Patel

* Date to be posted: 2018-05-07 (yyyy-mm-dd)

* Date to be removed (closing): 2018-06-04 (yyyy-mm-dd)

6. Click the **Submit** button once complete. Click **OK** to confirm.

Are you sure you want to submit this board vacancy request?

OK Cancel

Once submitted, you will receive an automated confirmation email. Please allow up to 48 hours for the Cabinet Services team to review and process your request.

If your request is successful, you will receive a final confirmation email, and the vacancy will be posted to OnBoardWA, from 12:00:01 AM on the nominated 'Date to be posted'.

If the Cabinet Services team has any queries, you may be contacted to clarify, and the vacancy may be modified if required. Should the Cabinet Services team decline to post the vacancy, you will receive a confirmation email advising of the reasons.

If you have any queries, please contact Cabinet Services, Department of the Premier and Cabinet on (08) 6552 5666 or email boards@dpc.wa.gov.au

Viewing your Vacancies

You can view board vacancies you have posted via the **My vacancies** left-hand side menu.

LOGOUT

Employer home

Post a new vacancy

My vacancies

My Details

Job Search

Board vacancies posted previously

This table shows all your board vacancies approved for listing on OnBoardWA. Select the Role Title to review the details of a vacancy.

Please note: If your vacancy doesn't appear on this list, it may still be **pending approval** by Cabinet Services, Department of the Premier and Cabinet.

Date	Role Title	Company/business name
2018-04-27	Expressions of Interest for Board Members	Demo Company

If your vacancy does not appear, it may not yet have been approved. Click on the **pending approval** link to view vacancies awaiting approval.

LOGOUT

Employer home

Post a new vacancy

My vacancies

My Details

Job Search

Board vacancies pending approval

The table below shows all your board vacancies still pending approval.

Date	Role Title	Company/business name
2018-04-27	Expressions of Interest for Board Directors	Demo Company

Please allow up to 48 hours for our team to review and process your requests. During this review, we may either:

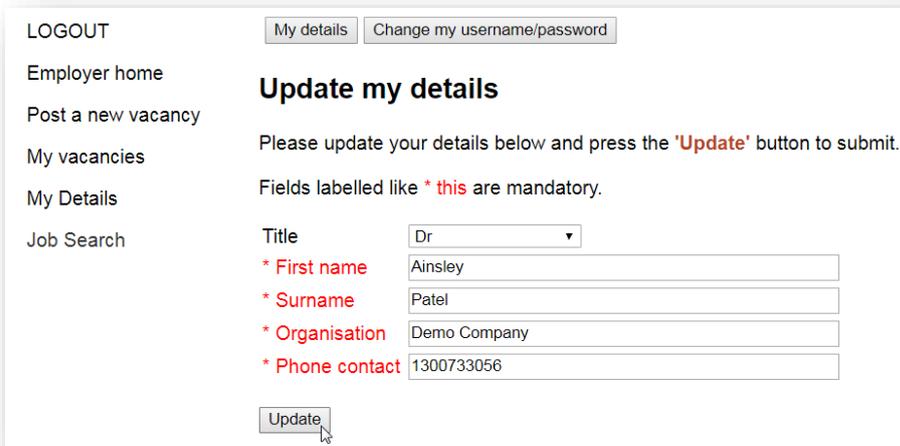
- confirm the vacancy to be posted to OnBoardWA, whereby you will receive a final confirmation email and the vacancy will be posted from 12:00:01 AM (midnight) on the nominated 'Date to be posted';
- contact you with any queries we may have;
- modify the vacancy in liaison with you (to correct minor errors); or
- decline to post the vacancy, whereby you will receive a confirmation email advising of the reasons we have declined your request (e.g. if you have made significant errors, we may decline the post and request that you resubmit it).

If you have any queries, please contact Cabinet Services, Department of the Premier and Cabinet on (08) 6552 5666 or email boards@dpc.wa.gov.au

Updating your Details

You can change your Employer Details via the **My Details** page.

1. Log in and click on **My Details** on the left-hand side menu.
2. Update your details and click **Update**.

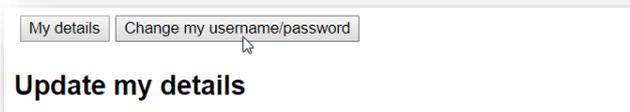


The screenshot shows a web interface with a left-hand navigation menu containing: LOGOUT, Employer home, Post a new vacancy, My vacancies, My Details, and Job Search. At the top right, there are two buttons: 'My details' and 'Change my username/password'. The main content area is titled 'Update my details' and contains the following text: 'Please update your details below and press the **Update** button to submit.' and 'Fields labelled like * this are mandatory.' Below this, there are several form fields: 'Title' (a dropdown menu with 'Dr' selected), '* First name' (text input with 'Ainsley'), '* Surname' (text input with 'Patel'), '* Organisation' (text input with 'Demo Company'), and '* Phone contact' (text input with '1300733056'). An 'Update' button is located at the bottom of the form.

Changing your Username or Password

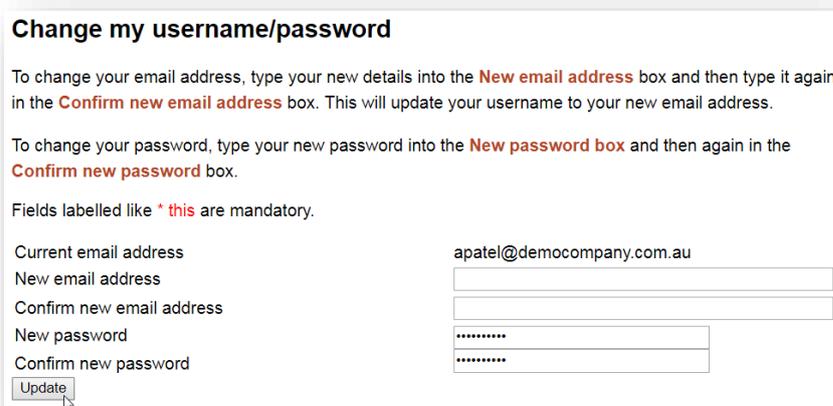
You can change your username and password via the **My Details** page.

1. Log in and click on **My Details** on the left-hand side menu.
2. Click the **Change my username/password** button.



This is a close-up of the 'Change my username/password' button from the previous screenshot. The button is located next to the 'My details' button in the top right corner of the page.

3. Enter a new email address to change the username, and/or enter a new password, then click **Update**. You will need to enter the details, and then enter a second time in the **Confirm** field.



The screenshot shows the 'Change my username/password' form. It includes the following text: 'To change your email address, type your new details into the **New email address** box and then type it again in the **Confirm new email address** box. This will update your username to your new email address.' and 'To change your password, type your new password into the **New password** box and then again in the **Confirm new password** box.' Below this, there is a note: 'Fields labelled like * this are mandatory.' The form fields are: 'Current email address' (text input with 'apatel@democompany.com.au'), 'New email address' (text input), 'Confirm new email address' (text input), 'New password' (password input with masked characters), and 'Confirm new password' (password input with masked characters). An 'Update' button is at the bottom left of the form.