

## Governing body update program 2016

Log in to the [NSSAB Online Services](https://secure.nssab.qld.edu.au/nos.php) (<https://secure.nssab.qld.edu.au/nos.php>).

Once logged in you will see a message prompting you to complete the governing body update program (yellow background). Select the link 'existing governing body details' or select the name of your governing body.

The Board's annual *Governing body update program* is currently being conducted and your response is due on or before **21 October 2016**. Please review the [existing governing body details](#) as soon as possible but no later than **21 October 2016**.

**Forms and reports**

Upload and submit   Draft (0)   Submitted (0)

Use this section to submit forms and other electronic documents (for example cyclic review plans and reports) to the Board.  
All blank forms are available for download from the [Board's website](#) or will be sent out during specific times of the year to the governing body for completion. Only completed forms should be uploaded and submitted using this site.

Select template:

**Governing body**  
View details about the governing body by selecting the governing body.

**Non-State schools**  
View details about a school by selecting the school.

Scroll down to display the current details of your governing body. Review the details. You can also view or download the details for your records as a PDF document by selecting the 'Download' button on the right-hand side of the screen and saving the document to your computer ([Adobe Reader](#) is required).

The Board's annual *Governing body update program* is currently being conducted and your response is due on or before **21 October 2016**. Please review the existing governing body details below, and select one of the following options:

**If the governing body details below are correct, choose this option and a copy of the current details of the governing body will be submitted to the Board.**

  
 The governing body details below are correct (no update required).

**If the governing body details below need updating, simply click the relevant Update buttons below.**

 Update office details

 Update chairperson details

 Update directors

OR

Download 

Details current as at

Registered governing body name

*To change the name of the governing body, please complete a [Name change notification form](#). To change the governing body from one corporation to another, the Board's approval is required (complete a [Change of accreditation attribute application form](#)).*

## Details correct

If your details are correct, scroll back to the top of the document and select the 'The governing body details below are correct (no update required).' blue button.

The Board's annual *Governing body update program* is currently being conducted and your response is due on or before **21 October 2016**. Please review the existing governing body details below, and select one of the following options:

**If the governing body details below are correct, choose this option and a copy of the current details of the governing body will be submitted to the Board.**

**If the governing body details below need updating, simply click the relevant *Update* buttons below.**

The governing body details below are correct (no update required).

OR

Update office details

Update chairperson details

Update directors

A pop-up window will appear asking 'Are you sure you would like to submit?' Select 'OK' to submit or 'Cancel' to review the governing body details again.

Message from webpage

Are you sure you would like to submit?

Once you select 'OK', a copy of the current details of the governing body will be sent to the Board.

A copy of the completed governing body update will remain under your submitted documents.

**Forms and reports**

Upload and submit | Draft (0) | **Submitted (1)**

View documents that have been submitted to the Board. Once submitted, documents can be viewed by other users with access to your school or governing body depending on the form's access.

**Data collection form — Governing body update 2016 - details correct (ID: D204)**  
13-Oct-2016

**Governing body**  
View details about the governing body by selecting the governing body.

**Non-State schools**  
View details about a school by selecting the school.

## Details require updating

If the governing body details below need updating, simply click the relevant Update buttons.

 Update office details

 Update chairperson details

 Update directors

**Submit**

Update the relevant details online and select the 'Submit' button.

A message will generate to advise that the update was successful.

Your update has been successful.

Return to the [governing body details](#).

If updating more than one section, please select the 'Return to the governing body details' link and update accordingly, however if you are only updating one section (for example the chairperson), no action is required to the sections that are correct.

If you wish to submit attachments (for example extracts from the 'Australian Securities and Investments Commission', or copies of positive notice blue cards), please email these to the Non State Schools Accreditation Board at [admin@nssab.qld.edu.au](mailto:admin@nssab.qld.edu.au). Please use 'Governing Body Update 2016 – (Name of governing body)' in the subject line of the email.

## Troubleshooting

If you did not submit the update successfully, a message will continue to be displayed on your home screen when you log in.

The Board's annual *Governing body update program* is currently being conducted and your response is due on or before    
Please finalise and submit the draft [Data collection form \(ID: D98\)](#).

Check your drafts for any submissions that have been created but not yet submitted. Click on the "Draft" tab to view your drafts. Select the item to view, complete if necessary and submit.

**Forms and reports**

Upload and submit **Draft (1)** Submitted (1)

Create drafts that are specific to your user account and can only be viewed when logging in under your user account. You can return to your drafts at any time until you are ready to submit. All required documents must be added before an item can be submitted.

[Data collection form — Governing body update 2013 - updated details \(ID: D91\) 06-Nov-2013](#)

If another user under your governing body has started the governing body update, you will not be able to see the draft as these are specific to a user account.

Please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3034 5257 in you require assistance with this matter.