

AI IN YOUR ORGANISATION

AI checklist

	Yes	Sometimes	No	Don't Know	N/A
Are you clear about how AI is currently being used in your organisation?	☐	☐	☐	☐	☐
Have you discussed where AI could genuinely save time or improve your organisation's work?	☐	☐	☐	☐	☐
Do your staff and volunteers know which AI tools they are permitted to use?	☐	☐	☐	☐	☐
Do you have clear guidance about what information should not be entered into AI tools?	☐	☐	☐	☐	☐
Do people understand that personal, confidential or sensitive information should be protected when using AI?	☐	☐	☐	☐	☐
Do you check AI-generated information for accuracy before relying on or sharing it?	☐	☐	☐	☐	☐
Is important AI-generated content reviewed by a person before it is published, submitted or acted on?	☐	☐	☐	☐	☐
Do you check AI-generated content for bias, inappropriate assumptions or missing perspectives?	☐	☐	☐	☐	☐
Do you use AI to support human judgement rather than replace it in important decisions?	☐	☐	☐	☐	☐
Are decisions that significantly affect people made with appropriate human oversight?	☐	☐	☐	☐	☐
Are you careful when using AI for funding applications, reports or other formal documents?	☐	☐	☐	☐	☐
Do you check that AI-generated content genuinely reflects your organisation's purpose, values and voice?	☐	☐	☐	☐	☐
Do you have a process for checking sources, facts, statistics and references suggested by AI?	☐	☐	☐	☐	☐
Do you consider copyright and ownership when using AI-generated text, images or other content?	☐	☐	☐	☐	☐
Do staff and volunteers know who to ask if they are unsure whether a particular use of AI is appropriate?	☐	☐	☐	☐	☐
Have you considered how AI use could affect the trust of your community, service users, members, donors or funders?	☐	☐	☐	☐	☐
Are you transparent when AI has played a significant role in work where people would reasonably expect to know?	☐	☐	☐	☐	☐
Does your board or governing group have an appropriate level of awareness of AI-related opportunities and risks?	☐	☐	☐	☐	☐
Have you identified the main risks AI could create for your organisation?	☐	☐	☐	☐	☐
Do you review the privacy and security settings of the AI tools your organisation uses?	☐	☐	☐	☐	☐
Do you consider whether free AI tools are appropriate for organisational work?	☐	☐	☐	☐	☐
Are staff and volunteers given practical support or training to use AI safely and effectively?	☐	☐	☐	☐	☐
Do you regularly review whether your use of AI is actually improving your work?	☐	☐	☐	☐	☐
Do you review your AI practices as tools, risks and expectations change?	☐	☐	☐	☐	☐