



Recordkeeping, Director Records

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Reviewed by: LFNP Contributors

Time to Read: 8 minutes

This Fact Sheet provides information about the legal rules non-profits must follow for keeping official records about its directors.

Non-profits must keep and store certain official records about their directors. Section 22 of the Societies Act requires several records be kept about directors. These include:

- The Statement of Directors and Registered Office includes the names of directors and one piece of contact information for each director and the address of its registered office. This address is the one at which the non-profit receives mail and is also usually the place where its records can be accessed/located.
- The Register of Directors includes the names of the non-profit's directors, the contact information provided by the directors, the date they were elected/appointed, and the date their term expired. The Register should only include one piece of contact information.
- Written consents to act as directors of the non-profit. Under section 45(9)(a) of the Societies Act, individuals cannot be appointed or elected as directors of a non-profit unless they consent to be a director. Their consent may be given verbally at a meeting or by using a specific form. If you are relying on the meeting minutes then the minutes would have to read "Jane Smith" consented to her election as a director.
- Best practice is to have the consents on a form. A sample consent to act as director is provided in the document templates.
- Written resignations of directors. A resignation occurs when a director leaves before the expiry of their term i.e. due to moving, illness, or some other reason. A copy of an email from the resigning director is considered a written resignation.

Director records should be stored in the non-profit's official records folder.