



Your Group, Run Well

*Set up, run and grow your
association with AI.*

10 prompts to sharpen your mission, draft your bylaws, recruit volunteers, prepare your meetings, keep your books and help your association shine, even with just a handful of people.

Free for the SYSTINFO community



GOOD TO KNOW

AI prepares, the members decide.

In 2026, an AI assistant (ChatGPT, Gemini, Le Chat, Claude) becomes the right hand of small associations: it drafts bylaws, builds a forecast budget, writes a call for volunteers and cleans up meeting minutes, in a few minutes. It does not replace the members' vote, nor the rules of your country. You decide, AI saves you time on the paperwork.

- **Your country's legal frame rules**

Registration, bylaws and duties differ from one country to the next. Always check the official source, AI can be wrong or out of date.

- **Member data is sensitive**

Never paste names, contacts or dues into an AI without anonymizing them. A member list is protected, not handed to a tool.

- **AI proposes, members decide**

Bylaws, budget and decisions bind the association. AI drafts, the general meeting approves and signs. Nothing replaces the

The reflex: save time on admin so you can give it back to your members and your



THE METHOD

Ten prompts, five steps.

No technical skill required. These 10 prompts take your association from the first idea to the annual report: found it, mobilize, run meetings, manage the books and shine. Just adapt the brackets to your group.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 Found and structure

· 2 prompts

02 Mobilize members

· 2 prompts

03 Run and decide

· 2 prompts

04 Manage day to day

· 2 prompts

05 Shine and last

· 2 prompts



The Mission, Sharpened

PROMPT TO COPY

Role: you are a clear, practical adviser on running associations.

Context: I want to start an association around [cause] in [place], with [a few motivated people].

Task: help me phrase our mission, our goals and a name that speaks.

Format: a one-sentence mission, three concrete goals, five name ideas, and the first questions for us to settle.

What you get

A crystal-clear purpose. You know exactly what your association stands for and how to introduce it in one sentence.



The Bylaws, Drafted

PROMPT TO COPY

Role: you are a writer used to drafting association bylaws.

Context: our association [name] has the purpose [mission], non-profit, in [place].

Task: propose simple draft bylaws, to review and adapt to my country's rules.

Format: the usual articles (purpose, seat, members, dues, board, meeting, resources), in plain words, with the points to check locally.

What you get

A draft of bylaws ready to discuss. You start from a solid base instead of a blank page, then confirm the legal frame.



The Volunteers, Recruited

PROMPT TO COPY

Role: you are a specialist in calls for volunteers.

Context: my association [name] is looking for volunteers for [mission or event], in [place].

Task: write a call for volunteers that makes people want to join.

Format: a catchy title, what they would do, the time asked, what the volunteer gains, and how to step forward.

What you get

A call that gathers people. You describe the commitment with the right words, and willing hands know how to join you.



The Roles, Shared Out

PROMPT TO COPY

Role: you are an organizer who makes clear who does what.

Context: we are [number] volunteers with varied availability for [activities].

Task: propose a sharing of roles and a mission sheet per role.

Format: a table role by role (role name, missions, estimated time), and a short sheet for the key roles.

What you get

Everyone knows their part. Tasks no longer rest on one person, and no one steps on each other's toes.



The Meeting, Prepared

PROMPT TO COPY

Role: you are a methodical association secretary.

Context: we hold our [general meeting or meeting] on [date] with [number] members.

Task: prepare the notice and a realistic agenda.

Format: a notice text, a timed agenda, the documents to attach, and the decisions to put to a vote.

What you get

A meeting that moves. The agenda fits the time planned and each point leads to a clear decision.



The Minutes, Faithful

PROMPT TO COPY

Role: you are a secretary who writes clear minutes.

Context: here are my notes from the meeting of [date]

[paste your raw notes].

Task: turn them into faithful, readable minutes.

Format: those present, the points discussed, the decisions made, and an action table (who does what, by when).

What you get

Clean minutes in minutes. Decisions are on record and everyone leaves with their to-do list.



The Forecast Budget

PROMPT TO COPY

Role: you are a clear-speaking association treasurer.

Context: for the year we expect income [dues, gifts, grants] and expenses [activities, venue, supplies].

Task: build a balanced forecast budget that everyone can read.

Format: an income and expense table by line, the balance, and two or three tips to stay in balance.

What you get

A budget everyone understands. You see at a glance what comes in, what goes out and what is left.



The Books, In Order

PROMPT TO COPY

Role: you are a treasurer who explains the books simply.

Context: here are our movements for the year [paste an anonymized statement, no personal data].

Task: help me prepare a simple financial report for the meeting.

Format: total income and expenses, the result, the heaviest lines, and a clear three-sentence comment.

What you get

Presentable books without stress. You arrive at the meeting with a clean report, ready to be approved.



The Activity Report

PROMPT TO COPY

Role: you are a writer who gives value to association work.

Context: this year my association carried out [actions, events, figures].

Task: write a clear, engaging annual activity report.

Format: an introduction, the highlights, the results in figures, the thanks, and the outlook for next year.

What you get

A report to be proud of. Your year of work becomes a clear story, useful for members and partners alike.



The Message That Gathers

PROMPT TO COPY

Role: you are an association communications lead.

Context: I want to announce [event, membership, appeal] for [name] to our audience [members, neighbours, networks].

Task: propose short messages suited to each channel.

Format: a message for WhatsApp, one for social networks, a short poster, and a clear call to act.

What you get

A voice that carries. The same message adapts everywhere and makes people want to join or support the association.



THANK YOU · GOOD MISSION



One sentence, a big thank you.

These cards are offered to you, with no ads. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to say thank you on one of our networks. A public word, even a short one, encourages us to keep supporting you, tip after tip.

Scan to join us and to thank us



WhatsApp



Mattermost



LinkedIn



Facebook