



DELEGATIONS POLICY

Policy number	Gov-08	Version	1.0
Drafted by	ARCHERY SA	Approved by Board on	14 April, 2016
Responsible person	Board	Scheduled review date	April, 2018

INTRODUCTION

This policy sets out the circumstances under which the Board may delegate its responsibilities.

Delegations of authority are the mechanisms by which ARCHERY SA enables officers of ARCHERY SA to act on behalf of ARCHERY SA.

PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within ARCHERY SA in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Board and the staff and volunteers of ARCHERY SA who have delegated authority to act and sign documents on behalf of ARCHERY SA.

Delegations of authority within ARCHERY SA are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of ARCHERY SA and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

POLICY

The Board of ARCHERY SA is responsible for the management of the organisation.

Under the Associations Incorporation Act and ARCHERY SA's Constitution, the Board can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved to the Board under Association Incorporation Act.

Policies can be established or altered only by the Board: **Procedures** may be altered by the ED.

The Board may delegate its functions to:

- A member or members of the Board; and
- A sub-committee of the Board; and
- The Executive Director ('the ED') and through the ED to members of the staff of the organisation.

However, the Board may not delegate its power:

- to adopt the organisation's strategic plan
- to adopt the organisation's business plan or
- to adopt the organisation's annual budget.

The ED:

- (a) is charged with the duty of promoting the interests and furthering the development of ARCHERY SA
- (b) is responsible for the administrative, financial, and other business of ARCHERY SA and
- (c) exercises a general supervision over the staff and volunteers of ARCHERY SA.

The ED may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

ARCHERY SA is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Executive Director), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for ARCHERY SA or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing ARCHERY SA's business.

AUTHORISATION

Bruce Lang, President

14 April, 2016

ARCHERY SA



DELEGATIONS PROCEDURES

Procedure number	Gpol-01	Version	1.0
Drafted by	ARCHERY SA	Approved by ED on	14 April, 2016
Responsible person	Sue Martin	Scheduled review date	April, 2016

RESPONSIBILITIES

The ED must maintain records of any delegations to members of the Board and of the terms of reference of any sub-committees of the Board.

The ED must prepare delegation schedules within the framework of the Delegations Policy for approval by the Board.

PROCESSES

The overarching delegations policy applies to ARCHERY SA as a whole, and units within the organisation must align their delegations policies with the central policy.

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Board shall approve.

Delegations to Members of the Board

Delegations to members of the Board shall be made by resolution of the Board and recorded in the minutes of the Board.

Delegations to Sub-Committees of the Board

Delegations to sub-committees of the Board shall be made by resolution of the Board and recorded in the terms of reference of the sub-committee.

Delegations to the Chief Executive Officer

Delegations to the ED and through the ED to members of the staff of ARCHERY SA shall be made by resolution of the Board and recorded in the Delegation Schedules approved by the Board.

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a duty statement, role statement or statement of responsibility appropriate to the position.

Delegations reflect ARCHERY SA's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to and including the ED. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager. A delegate who sub-delegates authority remains responsible and accountable for the decision or action.

The ED may at any time vary or terminate any delegation, subject to confirmation by the Board at its next meeting.

A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged with the ED.

Permanent changes to delegations, either permissive or restrictive, require a written authority from the ED. Any major variation to the standard delegations must be approved by the ED.

Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of ARCHERY SA are carried out in the normal business of the organisation without the requirement for a written authority.

Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the ED.

A financial delegation can be exercised only within the approved line item budget.

A staffing delegation cannot be exercised in regard to staff for whom the delegate does not hold line management responsibility.

Separate Delegations Schedules shall be prepared for Financial Delegations and for Human Resources Delegations. The schedule will provide reports by function, by position profile and by administrative area.

Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.

The Board will, on advice from the ED, approve the Delegations Schedule on an annual basis.

The Delegations Schedule will be accessible to all staff.

RELATED DOCUMENTS

- Committees Policy
- Credit Card/Financial Transaction Card Policy (*to be developed*)

AUTHORISATION

Sue Martin, Secretary

ARCHERY SA

14 April, 2016

APPENDIX A

DELEGATIONS SCHEDULE

(example)

Activity	Delegation	Conditions
Approve payment of budgeted operating expenses	Chief Executive Officer	Up to budget limit (plus 5%, subject to reporting to Board)
Petty cash reimbursement	Committee Chair	Up to \$300 (within budget)