**Delegation of Authority Policy**

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| **Document Number** | ACC20 |
| **Version** | 0.3 Draft |
| **Scope/applies to:** | Committee and Executive Officer |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purpose of this policy is to outline the scope of delegated authorities for the efficient operation of Alphington Community Centre (ACC).

**Policy**

The Committee of Governance delegates certain authorities to the Executive Officer so that ACC can operate efficiently.

This delegation does not alter the responsibilities of Committee members, who remain ultimately responsible for the decisions made by and on behalf of ACC.

| **Function** | **Authority retained by the ACC Committee** | **Authority delegated to the Executive Officer** |
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| **Financial Decisions** | * Set the Annual Operating Budget * Approve any expenditure outside of the Annual Operating Budget, over **$5,000 per year.** * Approve additional financial delegations (eg. Finance Officer) | * Implement the Annual Operating Budget * Approve expenditure up to **$5,000 per year** outside the Annual Operating Budget. |
| **Grants and tenders** | * Endorse grants, tenders, expressions of interest or contracts over **$15,000**. | * Prepare and sign funding applications – including grants, tenders, proposals and expressions of interest – on behalf of ACC. |
| **Strategic and Operational Planning** | * Set the vision and the strategic goals for the organisation * Regularly review the success of the strategic plan | * Provide input to support the strategic planning process * Implement/operationalize/deliver against the strategic goals set by the Committee |
| **Governing Policies** | * Prepare, debate, endorse and regularly review all governing policies | * Advise the Committee on changing policy requirements in the sector * Support the Committee to prepare good practice policies * Develop procedures and processes to implement endorsed policies. |
| **Staffing** | * Recruit and manage the Executive Officer * Ensure the Executive Officer feels supported * Approve new staff positions * Terminate staff * Ensure ACC complies with all relevant awards, laws and regulations | * Recruit and manage existing staff and existing positions * Manage staff leave, time in lieu and other employment matters * Ensure ACC complies with all relevant awards, laws and regulations * Advise the Committee on any changes to awards, laws or regulations that impact the sector. |
| **Constitution, Legal matters and AGM** | * All decisions | * Make recommendations regarding funding, service and contractual agreements * Commit the organisation only after Committee approval * Advise the Committee immediately and respond promptly to any legal, legislative, statutory or contractual matters. * Support the Committee to prepare for the AGM and other important events |
| **Marketing/Promotion** | * Support the Executive Officer when requested. | * Act as a spokesperson for the organisation. |

**Definitions**

## Policies are documents that lay out decisions made by the committee of governance. They must be approved by the Committee.

**Procedures** are documents that explain how things are done. Procedures don't need to be approved by the Committee, but they might correspond with policies the Committee have put in place.