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| --- | --- | --- | --- |
| Sample Delegation of Authority Policy | | Approval Date: |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name | |
| **Vice-President:** | Sign: | Name | |

PURPOSE

To identify the financial and non-financial delegations made by the >>>>>>>> Board to the person holding the position of >>>>>>>>>> (including any person acting temporarily in that role) as titled in the organisational structure.

**Note:** All delegations are subject to approved Policy, Board Resolutions, Strategy, Business Plans and Budgets.

***SAMPLE DELEGATION STATEMENTS***

**Example Non-Financial**

The >>>>>>>> is delegated to:

* Act on behalf of, and represent >>>>>>> in the public arena including the media
* Appoint and dismiss employees / contractors in accordance with the Policies and Procedures set by >>>>> and Industrial Relations Law
* Act on Board resolutions to ensure they are carried out as intended
* Proceed with Grievance and complaints procedures in accordance with the adopted rules (noting that the Board should be notified of any incidents that could be damaging to the reputation
* Proceed with disciplinary procedures as detailed in the policies and procedures
* Act on Board approved strategic actions / business plan targets for reporting to the Board.

**Example Financial**

The >>>>>>>> is delegated to:

* Commit or incur expenditure not exceeding $>>>>>>>> for any single transaction, that is for the total of each individual order or commitment
* Tender or apply for funding or grants of up to $>>>>>>>>
* Have and control a Corporate Credit card with a monthly expenditure limit of $>>>>>>>
* Carry out financial transactions as resolved and directed by the Board.

**Example Conditions**

This delegation must be exercised –

* Within the statutory and legislated limitations
* Within the budgetary limits of the organisation and those applying to the delegate
* To conform with Board resolutions, policy, and or strategy.
* This delegation remains in place until varied or revoked and replaces any prior delegations made by the Board .