

POLICY & PROCEDURES DOCUMENT

POLICY TITLE: **DELEGATIONS POLICY**

POLICY NUMBER: **5.8**

POLICY STATEMENT:

The Lyell McEwin Regional Volunteer Association is committed to developing clear lines of authority, responsibility and delegation throughout the organisation. The organisation believes it is paramount that individuals working within the structure of the organisation understand the level of delegated responsibility they have in order to conduct their business in a manner which reflects the Association's ethos of best practice

EXPECTED OUTCOMES:

- ❖ Clearly defined lines of accountability and responsibility
- ❖ Clearly defined levels of authority

PROCEDURES (To implement Policy)

SITUATION	DELEGATED OFFICER	COMMENTS
<i>1. STAFFING</i>		
a) Appointment of Executive Officer	President & Board	President would liaise with Board of Governance to elect a suitable interview panel
b) Appointment of all other paid staff	Executive Officer	EO would negotiate with appropriate key personnel to appoint suitable person
c) Appointment of Volunteers	EO, DOV, Area Manager &/or recruitment team	Dependant upon area
d) Acceptance of EO's resignation	President & Board	President would take to Board
e) Acceptance of other staff member resignations	Executive Officer	EO would be expected to notify President
f) Approval of annual & all other special leave	President Executive Officer	Of EO Of other paid staff
g) Rostering of staff in Business Service areas	DVS	Would be expected to consult with EO in exceptional circumstances
h) Time Sheets	Executive Officer	Other delegated staff members in EO's absence
i) Dismissal & Formal reprimands	President & Executive President & Executive Exec Officer & President (and maybe Senior Staff if appropriate) EO &/or senior staff	Of Board Members Of EO Of other paid staff Of volunteers

SITUATION	COMMENTS	DELEGATED OFFICER
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2. FINANCIAL DELEGATIONS

a) Spending over \$5000	Where a regularly expected expense (eg S&W) Where not a regular expense	EO / Treasurer or President Board or Executive
b) Spending up to \$5000		Executive Officer
c) Spending up to \$3000	On regular items required for Business Service areas only	DVS
d) Spending up to \$1000		Senior Staff
e) Authority to draw cheques		Executive Officer President Treasurer DOV
f) Authority to sign cheques	Any two designated signatories to sign	Persons identified in the annual minutes of the first special board meeting held after the AGM
g) Approval of Donations		Board of Governance or Executive
h) Credit Card Limitation – Manager of Volunteer Services	Director of Vol Services may spend up to \$500 per calendar month on program related expenses	Must seek approval of EO prior to exceeding this limit. EO to seek permission of President or Treasurer if DVS spending likely to exceed \$500
i) Credit Card Limitation – Executive Officer	EO may spend up to \$1000 per calendar month on program related expenses	Must seek approval of President or Treasurer prior to exceeding this limit

3. MISCELLANEOUS

a) Signatory to Corporate Affairs & other legal Govt Documents	Public Officer	Exec Officer
b) Signatory to other contracts	Following approval by Board	President or Executive Officer
c) Official Spokesperson	Issues may need to be cleared by appropriate LMH personnel	Executive Officer or President
d) Funding for conference / study leave over \$1500	For EO & Board members For all other staff & volunteers	Board or Executive Executive Officer
e) Cab Charge Vouchers		Senior Staff
f) Petty Cash		Senior Staff
g) Reimbursement of mileage		Senior Staff
h) Minor Works	To Association operated areas To hospital areas	EO EO via hospital authorities
i) Major works		Board of Governance
j) Policy Development	Policy Sub - Committee	On behalf of Board of Governance

Credit Card expenditure added May 2006

Policy Last Updated: April 2009