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| **DELEGATION POLICY** |
| **Introduction**  A critical aspect of any Neighbourhood House structure is the delegation of authority - who can make decisions about what. This is the same for the Upper Murray Regional Neighbourhood House Network (UMRNHN), and is particularly important because staff, contractors and committee members are all located in different areas of the network.  **Purpose**  This Policy has been developed to provide clear guidelines to UMRNHN Committee of Management and staff members as to what they are authorized to do as part of their roles, while ensuring that the UMRNHN operates as efficiently as possible and is protected from unnecessary risk.  **Policy**  The Policy applies to UMRNHN staff, contractors, volunteers and Committee of Management.  The Committee of Management may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than:  (a) this power of delegation; or  (b) a duty imposed on the Committee by the Act or any other law.  All delegations must be in writing and may be subject to the conditions and limitations the Committee of Management considers appropriate. This Policy, once adopted, will constitute written authority.  Staff can only exercise delegations within their area of responsibility. Positions not mentioned in this document do not have any delegation of authority granted to them.  The Committee of Management may revoke and/or suspend any delegation granted as it sees fit; this must be done in writing, and be reported and minuted at the subsequent Committee of Management meeting.  **Associated documents**  Delegation Procedure  Financial Policy and Procedure  **Authorisation**  UMRNHN Committee of Management Chair  Name:  Date of approval: |
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| **DELEGATION PROCEDURE** |
| **Responsibilities**  The UMRNHN Committee of Management is responsible for ensuring this policy is adhered to. The Network Coordinator is responsible for ensuring they comply with all aspects of the policy.  **Procedure**   |  |  |  | | --- | --- | --- | | Delegation | Authority retained by COM | Authority delegated to staff/contractor | | *Financial* | At least one Committee member (Chair or Treasurer) to approve all financial transactions | Networker – no authority; provides information about financial transactions and requests for expenditure where required  Bookkeeper – all financial transactions, with authorisation by Chair or Treasurer | | *Financial planning* | Endorsement of annual budgets and cash flow projections prior to commencement of each financial year  Approval of the format, content and language of monthly financial reports to the Committee  Development of policies and procedures relating to finance and risk management | Networker - prepares recommendations to the Committee of Management on matters including:   * obtaining external financial resources (funding, submissions, grant applications and tenders) * draft budget * negotiating contractual agreements * organisational performance indicators, performance measures and internal controls * risk management | | *Disposal of Assets* | Consideration and approval through a resolution passed at a Committee of Management meeting | Networker – prepares recommendations to the Committee of Management regarding asset disposal | | *Contracts* | Contracts approved by the Committee through a resolution passed at a Committee of Management meeting  Signed by Chair and one other Committee member | Networker – prepares recommendations to the Committee of Management regarding contracts | | *Funding applications* | Applications approved by the Committee through a resolution passed at a Committee of Management meeting  Signed by Chair or Treasurer (depending on who is required to sign applications) | Networker – prepares draft applications and budget; makes recommendations to the Committee of Management about funding applications  Networker – signs funding applications with COM approval | | *Strategic planning* | All decisions to endorse and monitor strategic and operational plans made by Committee | Networker - develops and prepares a operational plan for endorsement by Committee  Networker - reports against operational and strategic plans at Committee of Management meetings | | *Policy and procedure development* | All policies and procedures relating to the organisation’s affairs, activities and interests reviewed and endorsed by the Committee | Networker – identifies relevant policies and procedures; develops draft policies and procedures for approval by Committee of Management | | *Staffing* | All decisions and implementation regarding the appointment of staff made by the Committee (or designated subcommittee/working group), including:   * selection * terms and conditions of employment * position description * performance indicators and measures * performance appraisal   All decisions and implementation required to create and terminate positions, or substantially change the nature and extent of authority for any position or person (in line with budget or appropriately aligned funding) made by the Committee | Networker – implements Committee endorsed policies and procedures related to employment and industrial matters  Keeps the Committee advised regarding the effectiveness of policies and procedures, and recommends any improvements or changes | | *Organisational representation* | In circumstances agreed to by the Committee and Networker | Networker - acts as spokesperson for the UMRNHN within the scope of the Networker position description | | *Consumer Affairs Victoria Annual Statement* |  | Networker – registers as delegate with CAV and submits Annual Statement |   **Related Documents**   * Delegation Policy * Financial Management Policy and Procedure   **Authorisation**  UMRNHN Committee of Management Chair  Name:  Date of approval: |