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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 Governance 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 Governance.  The Committee of Governance 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 Governance 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 Governance 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 Governance meeting.  **Associated documents**  Delegation Procedure  Financial Management Policy and Procedure  **Authorisation**  UMRNHN Committee of Governance Chair  Name:  Date of approval: |
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| **DELEGATION PROCEDURE** |
| **Responsibilities**  The UMRNHN Committee of Governance 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**  The overarching Delegations Policy applies to UMRNHN as a whole, and all staff and Committee members. Delegations are to be exercised within the framework of any relevant Act, regulations, rules, policies, and any external legislative requirements.  Any delegation may be made subject to any conditions and limitations as the Committee shall approve.  The Committee will review the Delegation Policy, Procedure and Schedule annually, and when a new Network Manager is appointed.  **Delegation schedule**   | Delegation | Authority retained by COG | Authority delegated to staff/contractor | | --- | --- | --- | | *Financial* | At least one Committee member (Chair or Treasurer) to approve all financial transactions | Network Coordinator – authorizes transactions up to $5,000; makes requests to the Committee through the Chair for expenditure over $5,000. Reports expenditure to Committee through financial reports.  Bookkeeper – all financial transactions, with authorisation by Chair or Treasurer | | *Financial planning* | Endorsement of annual budgets prior to commencement of each financial year  Approval of the format and content of monthly financial reports to the Committee  Approval of policies and procedures relating to finance and risk management | Network Coordinator - prepares recommendations to the Committee of Governance on matters including:   * draft budget * negotiating contractual agreements * organisational performance indicators, performance measures and internal controls * risk management   Development of policies and procedures relating to finance and risk management | | *Disposal of Assets* | Consideration and approval through a resolution passed at a Committee of Governance meeting | Network Coordinator – prepares recommendations to the Committee of Governance regarding asset disposal | | *Contracts* | Contracts approved through a resolution passed at a Committee of Governance meeting  Signed by Chair and one other Committee member | Network Coordinator – prepares recommendations to the Committee of Governance regarding contracts | | *Funding applications* | For funding applications over $50,000: Applications approved through a resolution passed at a Committee of Governance meeting  Signed by Chair or Treasurer (depending on who is required to sign applications) | Network Coordinator – for funding applications up to $50,000: signs application and reports to Committee through Coordinator Report  Network Coordinator - for funding applications over $50,000 or that require the signature of the Chairperson or other Committee representative: prepares draft applications and budget; makes recommendations to the Committee of Governance about application | | *Strategic planning* | Endorsement and monitoring of strategic plan | Network Coordinator - develops and prepares an operational plan for endorsement by Committee  Network Coordinator - reports against operational and strategic plans at Committee of Governance meetings | | *Policy and procedure development* | All policies and procedures relating to the organisation’s affairs, activities and interests reviewed and endorsed by the Committee as per an agreed policy review schedule | Network Coordinator – identifies relevant policies and procedures; develops draft policies and procedures for approval by Committee of Governance | | *Staffing* | All decisions and implementation regarding the appointment of the Network Coordinator 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 the Network Coordinator position, or substantially change the nature and extent of authority for that position or person (in line with budget or appropriately aligned funding) made by the Committee | Network Coordinator – 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  Is responsible for position description, performance indicators and measures, terms and conditions of employment, and ongoing management for any other Network staff (paid or unpaid) | | *Organisational representation* | In circumstances agreed to by the Committee and Network Coordinator | Network Coordinator - acts as spokesperson for the UMRNHN within the scope of the Network Coordinator position description | | *Consumer Affairs Victoria Annual Statement* |  | Network Coordinator – 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: |