

Policy number	15	Version	5.0
Drafted by	Rebecca Bromhead	Approved by Board on	25/05/2023
Responsible person	AMS Board	Scheduled review date	01/05/2024

Introduction

Delegations are made to ensure decisions are made at the most appropriate level for operational effectiveness whilst giving due consideration to the level of risk attached to the decision making. This policy has been developed to outline the way in which the Australian Marist Solidarity (AMS) Board may delegate its authority in order to facilitate the operations of the organisation.

Policy

1. *Power to Delegate*

- 1.1 The powers of the Board may be delegated in accordance with the Constitution.
- 1.2 Board Committees may be established to manage matters reserved for the Board in accordance with the Constitutions.
- 1.3 The Board may also delegate authority to individual Board members and to staff positions of AMS.
- 1.4 When a function is delegated, the Board is not absolved of responsibility and remains accountable for what occurs.
- 1.5 The delegation of responsibilities to other staff positions does not release the responsible Officer from overall responsibility as the CEO remains the most senior manager of AMS accountable to the Board.
- 1.6 If a delegate appoints or instructs another position or Committee to give advice or make recommendations about the exercise of a delegated authority, the delegate still remains responsible and accountable for the decision or action.

2. *Individual Liability*

- 2.1 Exercising a delegation of authority by entering into an agreement with a third party will generally bind AMS to that agreement.
- 2.2 Any staff member or Committee who acts outside their delegated authority may be held personally liable for any losses or damages sustained as a result of the agreement.

3. *Monitoring & Review*

- 3.1 The CEO is responsible for maintaining the Delegations Schedule.
- 3.2 The Schedule of Delegations should be reviewed at least annually to ensure that delegations are appropriate and up-to-date.
- 3.3 From time to time, more frequent changes to the Schedule of Delegations may be required, for example if a key staff role changes. In this instance, a change to Delegations will be submitted to the Chair of the Finance & Risk Committee for provisional approval, with full approval sought at the next Committee and then Board meeting.

DELEGATIONS OF AUTHORITY



Schedule of Delegations

Delegation	Notes	Value	Authority to Approve
GOVERNANCE			
Endorse AMS vision, mission, values		n/a	Board
Approval of annual budgets		n/a	Board
Approval of Annual Financial Statements and Directors' Statutory Report		n/a	Board
Approval of Annual Report		n/a	Chief Executive Officer
Recommendation of External Auditor to the members of company		n/a	Board
Approval of Strategic Risk Assessment and Management Plan		n/a	Board
Approval of insurance policy for Directors, Officers and operations		n/a	Board
Approve AMS policies		n/a	Board
Approve AMS procedures		n/a	CEO
Monitor the adherence to AMS delegated authority limits		n/a	Board
PROJECT AND FUNDING APPROVALS			
Authorisation of grant agreements with Project Partners		> AUD 100,000	AMS Board
		< AUD 100,000	Project Committee
		< AUD 25,000	Chief Executive Officer
Execution of project partner agreements after grant approval by delegated authority		n/a	International Programs Manager and CEO
Execution of funding partner agreements		n/a	International Programs Manager and CEO

DELEGATIONS OF AUTHORITY



Authorisation of program management service agreements	New service partnerships	n/a	Board
	Renewal of service partnerships	n/a	Chief Executive Officer
Enter confidentiality agreements		n/a	Chief Executive Officer
Authorisation of grant expenditure OUTSIDE AMS or program budget		No limit	Board
		<\$20,000	Chief Executive Officer
Approve request for transfer of funds (IMT) for Country Program operational and grant expenditure within budget and approved by delegated authority or AMS board	First signature from International Programs Officer, second signature from International Programs Manager,	No limit	International Programs Manager and CEO
FINANCE AND PURCHASING			
Bank Account Management (opening, closing accounts, changing signatories)		n/a	Chief Executive Officer
Bank account transaction authorisations within budget and approved by delegated authority	Two bank authorisations required.	No limit	Business Manager, Chief Executive Officer, FARC Chairperson
Investment management	Changes to Policy and Strategy (within Member approved list of funds if applicable).	n/a	Board
	Investment direction (within approved policy and strategy)	n/a	Finance, Audit & Risk Committee
	Investment authorisation	n/a	Chief Executive Officer and one Board Director
	Day-to-day investment execution	n/a	Business Manager
Approve accessing reserves for use in operations beyond that approved in the budget		n/a	Board
Approve credit card issue and card expenditure limits		n/a	Chief Executive Officer

DELEGATIONS OF AUTHORITY



Approve credit card expenditure statements		n/a	Chief Executive Officer or Business Manager
Approve revenue invoices	Schools	No limit	Finance Officer or Business Manager
	Donors	No limit	Finance Officer or Business Manager
Approve acquittals to funders	Grants	n/a	Chief Executive Officer or Business Manager
Approve purchase or sale of land or buildings		No limit	Board
Capital and operational expenditure within budget		No limit	Chief Executive Officer
	Budgeted communications costs	\$ budgeted	Fundraising and Communications Manager
	Budgeted fundraising costs	\$ budgeted	Fundraising & Communications Manager
	Budgeted equipment or administrative costs	\$ budgeted	Business Manager
Capital and operational expenditure outside budget		No limit	Board
		<AU\$20,000	Chief Executive Officer
Issue of equipment, devices and software		n/a	Business Manager
EXTERNAL RELATIONS			
Authorise public/media statements, including newsletters and magazines		n/a	Chief Executive Officer
Authorise issue of fundraising appeals		n/a	Fundraising and Communications Manager
Authorise public statements via website and social media		n/a	Fundraising and Communications Manager

DELEGATIONS OF AUTHORITY



HUMAN RESOURCES			
Authorisation of the appointment, remuneration, and contract negotiation for new and existing staff positions	Chief Executive Officer	No limit	Board
	Staff	No limit	Chief Executive Officer
Approval of leave, expense reimbursements	Chief Executive Officer	No limit	Board Chair
	Staff	No limit	Chief Executive Officer
	Country Program Staff	No limit	International Programs Manager
Approval of payroll changes within budget	Real wage increase	No limit	Chief Executive Officer
	Salary changes for Australian Staff in budget	No limit	Chief Executive Officer
	Salary changes for Country Program Staff	No limit	Chief Executive Officer
Approval of international travel recommended by DFAT Travel Advise Ratings	Chief Executive Officer	n/a	Board Chair
	Other staff	n/a	Chief Executive Officer
	Country Program Staff	n/a	International Programs Manager
Approval of international travel to countries listed as 'do not travel' or 'reconsider your need to travel' (only in extenuating circumstances)	All personnel	n/a	Chief Executive Officer
Redundancy payments		n/a	Chief Executive Officer
Leave without pay		n/a	Chief Executive Officer
Termination payments outside statutory or contractual entitlements		n/a	Chief Executive Officer

DELEGATIONS OF AUTHORITY



Respond to claims by employees under awards or other industrial disputes		n/a	Chief Executive Officer
Termination of employment	Chief Executive Officer	n/a	Board Chair
	Staff	n/a	Chief Executive Officer

Authorisation

Michael Sinclair

Signature of Company Secretary

Name of Company Secretary

May 2023

Date of approval by the Board