

YMCA Geelong –Delegations Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 171-G	30/09/2014	30/09/2014	APPROVED

1. YMCA Geelong – Delegations Policy

Delegations of authority are the mechanisms by which the YMCA Geelong Inc. enables officers of the organisation to act on its behalf. Delegations provide formal authority to that officer to commit the YMCA and/or incur liabilities for the YMCA.

2. INTRODUCTION

This Delegation of Authority Policy is established to define the limits of authority designated to the CEO or his/her replacement at any given point in time.

3. POLICY

3.1 Delegation of authority from the Board to the CEO (the CEO has power to):

- make decisions in regard to certain matters (see schedule below)
- prepare & make recommendations to the Board on certain matters
- spend or commit money up to a certain amount
- represent the Board in any aspect of the organisation's affairs, activities or interests
- act in a specific capacity to commit the organisation
- delegate authority (within the authority delegated to the position of CEO) to others

4. DEFINITIONS

Authority is defined as *the power or right to control, judge, or to permit or prohibit the actions of others.*

Delegated authority is the documented nature and extent of authority that a person has in order to fulfill their accountabilities and responsibilities as detailed in their position requirements (CEO for this purpose).

5. SCOPE

This policy applies to YMCA Geelong Inc. and Geelong and District YMCA Youth Services for which the CEO is employed and acts on behalf of.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Board	<ul style="list-style-type: none">● Ensure the YMCA is true to its Mission and operates as a not-for-profit charity● develop in partnership with Staff the Strategic Plan and subsequently endorse the strategic and policy framework for the entity,

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

	<ul style="list-style-type: none"> • ensure the financial viability of the entity, and • ensure compliance with all legislative and statutory duties and obligations
CEO	<ul style="list-style-type: none"> • act as executive officer to the Board, including advising and informing the Board in its governance role, • manage the day-to-day affairs and activities of the organisation within the Board-endorsed strategic, policy and financial framework, and • implement Board decisions (as and when required)

7. MONITORING, EVALUATION AND REVIEW

Board Accountability

The Board itself is accountable to the membership base of YMCA Geelong Inc. and through the licensing and standards and member charter must comply to YMCA Australia licensing requirements.

The Board and the CEO must act in the best interests of and on behalf of the YMCA.

The Board will monitor the implementation of the policy through Governance processes at Board meetings. Policy will be reviewed on a three year basis.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

9. DOCUMENT HISTORY

Approved by: YMCA Geelong Board

Meeting number and date: 30/09/2014

Resolution number: 140903

Effective date:01/10/2014

Review date:30/09/2015

Policy Owner: CEO YMCA Geelong

Contact Details policy owner: Ph: 5221 83 44 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	11/09/2014	Shona Eland	Policy drafted for comment
V2	30/09/2014	Shona Eland	Board provided feedback and updated- Finance- Write off/debt , legal litigation

As adopted by the YMCA Geelong on 30/09/2014



Shona Eland
Chief Executive Officer YMCA Geelong Inc.

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

YG171-G Delegations Policy V2 (APPROVED)
Created: 11/09/2014
Reviewed: 30/09/2014
Approved:30/09/2014 Board Meeting Item 5.3
Next Review: 30/09/2015

Statement of Delegation of Authority to the CEO

Category	Subject	Instruction	Approval level	Additional Process requirements
Finance	Purchase of goods, equipment & services	Value up to \$5,000	CEO	Subject to funds being available (on advice of Accountant). Subject to being outlined within approved budget.
		Value over \$5,000	Board	Subject to funds being available (on advice of Accountant). Subject to being outlined within approved budget.
Finance	Write-offs/debt recovery	Write-offs up to \$2,000	CEO	Board to be advised of amounts & reasons
		Write-offs over \$2,000	Board	
		Authorise the recovery of debts by court action	Board	In adherence with Fees and Charges policy - Accountant to be advised of amounts & reasons
Finance	Credit Cards	Corporate Credit Cards may be issued consistent with the Corporate Credit Card policy	CEO/Accountant	Refer to Corporate Credit Card policy
Finance	Customer Credit	Authority to approve customer credit application request.	CEO	In accordance with Fees and Charges Policy
Finance	Signatories	Approve a signatory to be added to or removed from the Approved Payment signatory list	CEO	To approved signatories to all bank accounts and Board to be notified of changes and updated status annually.

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved: 30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

Category	Subject	Instruction	Approval level	Additional Process requirements
Finance	Statutory Requirements	Submission of Fringe benefits tax Review and approval of responses to Australian Tax Office (ATO) or State Revenue Office (SRO)for transaction enquiries (including refunds) ATO Public Officer for taxation matters returns	CEO/Accountant	Monthly report to be provided by Accountant on liabilities and payment of BAS, Super and FBT.
Business Development	Tenders	Submit a Tender pricing approval	CEO	Board to approve
Finance	Workcover	Submission of annual Workcover remuneration return and Registration and de-registration of work places for Work cover insurance purposes	CEO/Accountant	
Risk Management	Insurance	Authority to settle public liability claims up to \$2,000	CEO	Board to be advised
Risk Management	Insurance	Authority to settle claims between \$2,000-\$20,000 in conjunction with Y Australia	CEO	Board to be advised
Finance	Disposal of Assets	Assets greater than \$5,000 to be disposed	CEO	Board to be advised
Finance	Bank accounts	Opening/closing bank accounts for operational matters/locations	CEO/ Accountant	Board to be advised

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

Category	Subject	Instruction	Approval level	Additional Process requirements
Finance	Investment of funds (non-capital)	Investment of YMCA funds to interest earning investments.	Board Treasurer	CEO/Accountant recommendation & Board approval Recommendations can be made to Treasurer by Accountant for issues requiring quick responses. Board to be advised.
Procurement	Group Purchasing	Purchase from suppliers currently under Group Purchasing agreement	CEO	
Sponsorship	Sponsorship	Authority to approve YMCA as a sponsor of a third party or event, or as a recipient of Sponsorship in accordance with Sponsorship Policy	CEO	Within Budget expenditure
Grant Funds	Grant	Requesting and accepting of Community Grants	CEO	Board to be advised
	Commercial grants	Accepting of Commercial/Industry Grants	CEO	Board to be advised
	Acquittal of grants	Authority to sign report or acquittal advice [financial and non-financial] to private donor or government fund provider.	CEO/Accountant	Board to be advised
Business	Leases	Submit Proposals for lease agreements for less than 5 years	CEO	For known business areas only

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

Category	Subject	Instruction	Approval level	Additional Process requirements
Development		(initial term)		
		Submit Proposals for lease agreements greater than 5 years (initial term)	Board	Recommendation from Board
Business Development	Contracts	Submit Proposals for contract agreements for an initial term of less than 5 years	CEO	For known business areas only
		Submit Proposals for contracts agreements for an initial term greater than 5 years	Board	Recommendation from Business Development Committee
Business Development	MOU	Lodge a tender, agree to enter a Memoranda of Understanding or Revenue Contract, limited to the business and affairs within areas of responsibility and otherwise in accordance with the Business Plan	CEO	
		Sign a Memorandum of Understanding or Contract where protocol requires a signature by the Chief Executive Officer	CEO	
Legal	Litigation Claims and Commercial	Commencement or settling of litigation claims (including any	Board	President Advised Board to be advised based on Presidents

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

Category	Subject	Instruction	Approval level	Additional Process requirements
	Disputes	administrative proceeding in front of a governmental/regulatory agency) or commercial disputes		recommendation
HR	CEO Recruitment and Salary	Determine of Remuneration and conditions of employment for CEO & Determination of Remuneration	Board	
HR	CEO Salary Adjustments	Adjustment of salary for CEO, and/or resulting from performance reviews (other than standard CPI adjustment as per contract)	Board	
HR	CEO Development	Approval of expenditure on CEO Professional Development	Board	Development plan to be approved as an outcome of the annual review process. Costing on development plan to be presented in business planning process.
HR	Staff development	Approve expenditure on staff development up to \$5,000 per instance.	CEO	Subject to being outlined within approved budget.
		Approve expenditure on staff development over \$5,000 per instance	Board	
HR	Appointment and retention of staff	Creation of a permanent position that is accountable to CEO in an Executive Management role	CEO	Board to be informed

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

Category	Subject	Instruction	Approval level	Additional Process requirements
		Negotiation of salary for new appointments, and/or resulting from performance reviews and/or for acting in positions directly accountable to the CEO	CEO	Board to be informed
HR	Termination / Redundancy of Staff	The dismissal of a staff member directly accountable to the CEO or the structuring of roles that results in the redundancy of a staff member directly accountable to the CEO.	CEO	Board to be informed
HR	Appointments	Creation of a new role –unbudgeted	CEO	Board to be advised
		Appointment of Staff and Volunteers as per the Recruitment & Selection Policy and approved Budget	CEO	
		Exceptions to Recruitment and Selection policy	Board	Board to grant an exemption to the policy.
HR	Leave/Travel approval	Approve leave of absence for the CEO	President	President approves CEO leave applications, board to be notified.
		Approve overseas travel for YMCA purposes (travel up to \$5,000)	Board	President to approve any overseas travel by CEO
Property & Assets	Approval of	Capital project variations up to \$2,000	CEO	Subject to funds being available.

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015

Category	Subject	Instruction	Approval level	Additional Process requirements
	project variations & progress payments	Capital project variations over \$2,000	Board	Subject to funds being available.
Governance	Operational policy approval	Approve policies & procedures that effect the management of YMCA operations (non-governance policies)	CEO	Policies must be consistent with Board decisions (where applicable) & all relevant statutes, guidelines or best practice
Governance	Governance policy approval	Approve policies that oversee the governance of the YMCA entities (governance policies)	Board	Policies must be consistent all relevant statutes, guidelines or best practice
Governance	Strategic Plan and Business Plan	Approve a Strategic Plan	Board	Board and staff to work collaboratively to develop the strategic plan.
		Approve an annual Business Plan	Board	Board to provide clear guidance in the planning process.
Risk Management	Risk Profile	Design Risk Management Framework and develop risk profile	CEO	Board to approve the Risk profile and priorities for management and business planning process annually.
Brand/ reputation	Public Relations	Authorise routine public/media statements on behalf of YMCA	CEO	President to be advised
		Respond publicly to significant issues on behalf of YMCA	CEO	Board/President to be informed prior to Statements being made.

YG171-G Delegations Policy V2 (APPROVED)

Created: 11/09/2014

Reviewed: 30/09/2014

Approved:30/09/2014 Board Meeting Item 5.3

Next Review: 30/09/2015