

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 171-G	27/03/2023	23/02/2023	APPROVED- BOARD

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

3.2 Board Accountability

The Board itself is accountable to the membership base for their performance, which must always be in the interests of and on behalf of the YMCA.

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, ● ensure the financial viability of the entity, and ● ensure compliance with all legislative and statutory duties and obligations <p>The role of the Board is to:</p> <ul style="list-style-type: none"> ● Ensure the YMCA is true to its Mission and operates as a profit for purpose registered charity ● develop in partnership with Staff the Strategic Plan and subsequently endorse the strategic and policy framework for the entity, ● ensure the financial viability of the entity, and ensure compliance with all legislative and statutory duties and obligations
CEO	<p>The role of the CEO is to (broadly):</p> <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) and communicate any information as required to the Board. ● Is charged with the duty of promoting the interests and furthering the development of YMCA Geelong ● 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) ● Is responsible for reporting to the Board on any issues arising in relation to compliance, legal and statutory obligations and any material deviations to the conditions of any contracts, policies or budgets of YMCA Geelong; and ● Is responsible for providing regular compliance reports (including information regarding remedial actions to be undertaken on any matters arising in relation to paragraph ● Exercises a general supervision over the staff and volunteers of YMCA Geelong including any changes to senior management. <p>REFER TO ATTACHED DELEGATION OF AUTHORITY TABLE APPROVED BY BOARD 27.03.2023</p>

7. MONITORING, EVALUATION AND REVIEW

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)

8.1 Statement of Delegation of Authority for CEO, Executive Managers, Senior Managers and Staff. (V3 23.02.2023)

9. DOCUMENT HISTORY

Approved by: YMCA Geelong Board

Meeting number and date: 30/09/2014, 27/03/2023

Resolution number:

Effective date: 28/03/2023

Review date: 23/03/2023

Policy Owner: CEO YMCA Geelong

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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
V3	23/02/2023	Shona Eland	Clause3.2 included – Board Accountability Clause 6 Board and CEO Responsibility added additional items. Delegations of authority table update to include new structure CEO/ COO/Managers etc Clause 8.1 Addition of Statement of Delegation of Authority for CEO, Executive Managers, Senior Managers and Staff. (V3 23.02.2023)
V4	27/03/2023	Board	Updated Delegations of Authority table to include- CEO to provide Board with all New Leases for approval and added CEO to seek Board feedback on PR matters associated with critical incidents.

As adopted by the YMCA Geelong on 27/03/2023



Shona Eland
Chief Executive Officer YMCA Geelong