



DELEGATIONS POLICY

Policy number	DP001	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

INTRODUCTION

This policy sets out the circumstances under which the Board may delegate its responsibilities.

Delegations of authority are the mechanisms by which the Victorian Tenpin Bowling Association Inc. (“TBAV”) enables its officers to act on behalf of the organisation.

PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Board and staff and volunteers who have delegated authority to act, and sign documents, on behalf of TBAV.

Delegations of authority are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes; and
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure that internal controls are effective.

Delegations are a key element in effective governance and management and provide formal authority to particular officers, staff and volunteers to commit the organisation and / or incur liabilities for the organisation.

DEFINITIONS

Chairman of the Board	CoB
Board	Board
Board Secretary	Secr
State Manager	SM
Other	Specify

POLICY

The Board of TBAV is responsible for the management of the organisation.

Under its Constitution, the Board can delegate any of its functions except:

- (a) the power of delegation; and
- (b) any functions reserved to the Board by or through legislation.

The Board may delegate its functions to

- The Executive of the Board; and / or
- A member or members of the Board; and / or
- A sub-committee of the Board; and /
- The State Manager and through the State Manager to members of the staff of the organisation.

However, the Board may not delegate its power

- to adopt the organisation's strategic plan; or
- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

For the sake of expediency and continuity, the Board may appoint an Executive to act on its behalf between the normal dates of Board meetings, to ensure that the business is not impeded by delays associated with Board meeting frequency. Should the Board decide to appoint an Executive, it shall comprise the Chairman, the Secretary and the Vice-Chairman.

The State Manager

- (a) is charged with the duty of promoting the interests and furthering the development of TBAV; and
- (b) is responsible for the administrative and other business of the organisation as prescribed in the Delegations of Authority Procedures; and
- (c) is responsible for exercising a general supervision over the staff and volunteers of the organisation on an as required basis.

The State Manager may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

TBAV is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its State Manager), employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behavior, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for TBAV or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the business of TBAV.

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

Date of approval by the Board:

27 June 2015



DELEGATIONS PROCEDURES

Procedure number	DPP001	Version	Version 1
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RESPONSIBILITIES

The Secretary must maintain records of any delegations to members of the Board and of the terms of reference of any sub-committees of the Board.

The Chairman of the Board, in consultation with the State Manager, shall prepare delegation schedules (where and when necessary) within the framework of the Delegations Policy for approval by the Board.

PROCESSES

The overarching delegations policy applies to TBAV as a whole.

Delegations are to be exercised within the framework of the Constitution, By-Laws, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Board shall approve.

➤ **Delegations to members of the Board**

Delegations to members of the Board shall be made by resolution of the Board and recorded in the minutes of the Board.

➤ **Delegations to sub-committees of the Board**

Delegations to sub-committees of the Board shall be made by resolution of the Board and recorded in the terms of reference of the sub-committee.

➤ **Delegations to the State Manager**

Delegations to the State Manager, and through the State Manager to members of the staff, shall be made by resolution of the Board and recorded in the Delegation Schedules approved by the Board.

Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a duty statement, role statement or position description relevant to the position.

Delegations should reflect TBAV's organisational structure. Levels of authority are hierarchical through relevant lines of responsibility up to the State Manager and, via the Chairman, to the Board. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager.

Any specific delegation may be varied or terminated, subject to confirmation by the Board at its next meeting.

A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate.

This policy applies only to formal delegations. All delegations of an informal nature where there no commitment or liability is incurred, shall be carried out in the normal business of the organisation without the requirement for a written authority.

The Board will, on advice from the State Manager (where appropriate), approve the Delegations Schedule on an annual basis.

The Delegations Schedule will be accessible to all staff.

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

Date of approval by the Board:

27 June 2015

APPENDIX A

Schedule of Delegation of Authority

Subject	Instruction	Officer	Comments
Appointment and retention of staff	Creation of a new permanent position.	Board	<p>Negotiation of salary for new appointments, resulting from performance reviews & for acting positions must be in accordance with relevant Board policies. Board to be advised.</p> <p>Board to be advised.</p> <p>Performance Appraisal conducted on 1 October may include stakeholder feedback. Board to avail itself of the Sportspeople Salary Survey for remuneration relativities in our industry.</p> <p>Performance Appraisal parameters & timing to be agreed with the Board; & outcomes to be advised to the Board within 21 days of the Appraisal</p> <p>Performance Appraisal may include stakeholder feedback (at least once every three years).</p> <p>Board to avail itself of the Sportspeople Salary Survey for remuneration relativities in our industry.</p>
	Recruitment of senior staff	Board	
	With respect to an approved permanent position, recommend the appointment, terms & conditions of employment, discharge and remuneration of staff – to the Board	SM	
	Recommendation of temporary employment up to \$3,000 or six (6) weeks, whichever is the lesser.	SM	
	Approval of temporary employment over \$3,000 or six (6) weeks, whichever is the lesser.	Board	
	Prepare & implement annual Performance Appraisal for State Manager (to be conducted six monthly on 1 April and 1 October of each year)	CoB	
	Prepare & implement annual Performance Appraisal for office staff (to be conducted six monthly on 1 April and 1 October of each year)	SM	
Prepare & implement a staff exit survey for each member	Cob / SM		

Subject	Instruction	Officer	Comments
	of staff leaving the organisation (not mandatory)		
Leave/Travel approval	<p>Approve leave of absence (annual, sick, LSL, other) of the SM</p> <p>Approve leave of absence (annual, sick, LSL, other) of staff.</p> <p>Approve domestic travel not related to a revenue generating activity up to \$500.</p> <p>Approve domestic travel not related to a revenue generating activity over \$500</p> <p>Approve overseas travel</p>	<p>CoB</p> <p>SM</p> <p>SM</p> <p>CoB</p> <p>Board</p>	<p>Approved leave forms to be forwarded to the State Secretary</p> <p>Approved leave forms to be forwarded to the State Secretary</p> <p>Board to be advised.</p> <p>Board to be advised.</p>
Approval of expenses relating to program implementations / deliverables / programs	<p>Amounts up to \$2,000</p> <p>Projects variations over \$2,000</p>	<p>SM</p> <p>Board</p>	<p>Subject to having been identified in the respective budget & funds being available. Accounts to State Treasurer for payment.</p> <p>Subject to having been identified in the respective budget & funds being available. Accounts to State Treasurer for payment.</p>
General expenses	<p>Value up to \$1,000</p> <p>Value over \$1,000</p>	<p>SM</p> <p>Other</p>	<p>Accounts to State Treasurer for payment</p> <p>Member of the Executive (via email). Accounts to State Treasurer for payment</p>
Operational policy approval	Recommend operational policies & procedures for approval of the Board	EO	Policies must be consistent with Board decisions & relevant statutes.
Public Relations	<p>Authorise routine public/media statements on behalf of TBAV</p> <p>Respond publicly to significant issues on behalf of TBAV</p>	<p>Board</p> <p>CoB</p>	
Reimbursement of expenses	Expenses incurred by member of staff, Board member or committee member engaged in an authorised activity.	CoB / EO	Accounts to the State Treasurer for payment - Reimbursements to be made within 14 days

Subject	Instruction	Officer	Comments
	<p>Unplanned expenses up to \$50 incurred by member of staff, Board member or committee member.</p> <p>Unplanned expenses over \$50 incurred by member of staff, Board member or committee member.</p>	<p>EO</p> <p>COB</p>	
Staff development	<p>Approve expenditure on staff development up to \$250 per instance.</p> <p>Approve expenditure on staff development in excess of \$250 for operational staff.</p> <p>Approve expenditure on staff development for State Manager.</p>	<p>EO</p> <p>CoB</p> <p>Board</p>	For operational staff
Funding Agreements	<p>Source, evaluate and recommend opportunities for funding to the TBAV Board (including appropriate resource requirements)</p> <p>Prepare and submit to Board for approval all funding proposals</p> <p>Sign-off on approved successful funding agreements / applications</p> <p>Coordinate and be responsible for the resourcing of program deliveries & outcomes to our targeted funded groups</p> <p>Complete, within the necessary acquittal timeframes, all reports and actions / outcomes required to satisfy specific funding programs</p>	<p>SM</p> <p>SM</p> <p>Board</p> <p>SM</p> <p>SM</p>	<p>Submitted to the Board within 21 days of the respective application closing date.</p> <p>Regular reporting to the Board including performance against program milestones, program deliverables and funding receipts (monthly)</p> <p>Submitted to the Board 21 days prior to respective acquittal date.</p>
State Teams Trials &	Prepare, evaluate and		

Subject	Instruction	Officer	Comments
Nomination Forms	implement appropriate criteria for the conduct of State Teams Trials: <ul style="list-style-type: none"> - Youth - President's Shield - Rachuig - Seniors Challenge - Restricted Challenge - Disabilities 	Other Other Other Other Other Other	Tournament Team Tournament Team Tournament Team Tournament Team Tournament Team Tournament Team
State Teams Selections	Prepare, evaluate and implement appropriate selection criteria for State Teams: <ul style="list-style-type: none"> - Youth - President's Shield 	Other Other	Tournament Team Tournament Team
State Team Management	Evaluate & select appropriate volunteers to act as Coaches & Managers of Victoria's State Teams	Board	Expressions of Interest sought, evaluated and determined by the Board prior to the publishing of respective Nomination Forms (wherever possible)
State Team infrastructure	Unless delegated to specific team management, coordination of team entries, uniforms, accommodation and transport	Other	Team Victoria Officer
State Championships	Recommendations relating to coordination, venue tender & selection, dates, program of events, special events, entry details Approval of recommendations	Tournament Committee Board	Including (as a minimum) the Technical Director and Tournament Secretary
Sports Registration (membership)	All activities required to promote the sport and sports membership in both metropolitan & regional areas of Victoria – utilizing all available resources Continually maintain relationships with the industry at large – especially AMF, Goldpin & OzTenpin - at centre and operational levels	SM	With regular feedback to the Board