

Delegations of Authority Policy

Introduction

The Australasian Corrosion Association (ACA) is a single entity, incorporated under the Associations Incorporation Act (SA) 1985 and is bound by the rules of the Act.

Clause 10.1 of the ACA Constitution states that:

- a) The affairs of The Association shall be managed and controlled by a Board which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of The Association, and are not by the Act or by these rules required to be done by The Association in General Meeting.
- b) The Board has the management and control of the funds and other property of The Association.

Board Members are responsible for any delegation of their responsibilities with regard to Association operations. As such, they decide as a Board what Association matters are delegated to specific Board Members, Committees or Staff.

Purpose

The purpose of this policy is to define the limits of authority designated to specific positions of responsibility within the ACA and to outline the powers delegated by the Board to Board Members, Committees and Staff for the effective management of the ACA.

Scope

The policy applies to all Board Members, Committees and Staff with delegated authorities.

Board Authority

In retaining the ultimate authority in line with the Constitution, the Board shall exercise the authority outlined in the roles and responsibilities in the Board Charter, including:

- to organise, administer, and operate the ACA Board;
- to approve Board policy documents and the Bylaws;
- to employ the EO and set the salary terms and conditions of employment;
- to review and approve all changes to the strategic plan;
- to approve annual budgets;
- to approve membership fees;

The Board reserves all rights to revoke or revise this delegation of authority in part or in whole, at any time, and at its discretion.

Management of ACA

The Board can delegate powers and responsibilities to the Executive Officer (EO) to manage the routine functions of the ACA.

The EO is authorised to act for the Board in formulating, recommending and issuing rules, regulations, and executive orders not inconsistent with the Act, the Associations Constitution and Bylaws, Board approved policies and the State and Federal law for the immediate management of ACA.

In carrying out this duty, the EO may delegate in whole or in part the powers and responsibilities to staff but it is not intended that such delegation shall remove from the EO the authority and the responsibility vested in the EO by the Board.

The channel of authority from the Board to the staff shall be through the EO. All staff shall be responsible to the EO and through the EO to the Board.

Staff

The EO of ACA is authorised to act for the Board regarding all personnel and employment matters concerning the staff, contractors and consultants.

The EO may exercise all or any part of delegated authority in the appointment or termination of staff, the determination of salaries and remuneration packages within the boundaries of the approved budget, and the determination of terms and conditions of employment.

OH&S

The Board shall approve an OH&S Policy and delegates powers and responsibilities to the Executive Officer (EO) to ensure an OH&S Management System is implemented. The EO must report immediately to the Board with details of notifiable incidents that requires formal notification to the Victoria WorkCover Authority or local regulator. The EO must also include an OH&S report for all Board meetings updating of any incidents, near misses of employee grievances.

Committees

The EO of ACA is authorised to act for the Board in the management of all committees other than Board and the Board appointed Committees.

Board Appointed Committees

The Audit, Finance & Risk Committee, Governance Committee and Education & Training Committee(s) are authorised to act for the Board in their duties and functions as set out and approved by the Board. The committees make recommendations to the board for approval.

Financial Affairs

The EO is authorised to act for the Board regarding the financial affairs of which occur in the usual course of operation.

Delegations of financial authority include:

Delegated Authority To	To Whom Authority is Held or Delegated	Limits of Delegation
Commit funds within approved annual budget	Executive Officer	
Commit funds outside the approved annual budget	Board Executive Officer & Chairman	Above \$15,000 Up to \$15,000
Manage online banking payments	Any two of: Executive Officer Accounts Manager Chairman Board Member from the AF&RC	Within approved budget
Establish and manage/renew Term Deposits	Any two of: Executive Officer Accounts Manager Chairman Board Member from the AF&RC	Refer to Reserves and Investments Strategy
Transfer funds between Working Capital accounts to ensure cash flow needs are met	Executive Officer Accounts Manager	
Use of Corporate Credit Card	Executive Officer	Up to \$42,500 being the maximum total debt carried on all ACA credit cards
Approval to invest in new training programs	Board	
Signing of relationship agreements with other organisations	Chair and Executive Officer	Subject to Board approval
Approval of Contracts with Suppliers within annual budget	Board Executive Officer & Chairman Staff member & Executive Officer Any Staff Member	Over \$50,000 Between \$10,000 and \$50,000 Between \$1,000 and \$10,000 Up to \$1,000

Policy History and Version Control

The ACA Delegation of Authority Policy will be reviewed annually.

Version	Reviewed By	Reviewed	Approved By	Date Approved
1.0	Audit, Finance & Risk Committee	25 th July 2017	Board	19 th August 2017