



Delegations Policy

Policy number	POL002	Version	1
Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

Purpose: The purpose of the Delegations Policy is to establish a framework for delegating authority within AAFIE in a manner that facilitates efficiency and effectiveness and increase the accountability of committee members, staff and volunteers for their performance.

Delegations of authority are intended to achieve four objectives:

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

Scope/Applicable to: The policy applies to the Board and the Executive Officer (EO) of AAFIE to whom most delegations will lie.

Policy Statement: This policy sets out the circumstances under which the AAFIE Foundation (AAFIE) Board may delegate its responsibilities as per the Constitution. As a Charitable Organisation Limited by guarantee, the AAFIE Board is required to comply with:

- The Corporations Act 2001
- Australian Charities and Not-for-profits Commission Act 2012 (Cth)

Delegation of powers made be made:

- for a specified period or without specifying a period; and
- on the terms (including power to further delegate) and subject to any restrictions the Board decides
- may be revoked by the Board whether or not the delegation is expressed to be for a specified period.

Procedures: Delegations are approved on condition that:

- Delegations are exercised in accordance with AAFIE's approved policies and procedures;
- Delegations are to be exercised subject to budgetary limitations;
- Delegations are applicable to a position, not to an individual person;
- Delegations will apply to any subsequent holder of that position, including those acting in the role, unless otherwise stated to the contrary; and

- Delegates may not exercise a delegation that will result, either directly or indirectly, in any tangible benefit to the delegate.

Delegations are set out in the Schedule of Delegations and reviewed annually.

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

Schedule: AAFIE has a Schedule of Delegations that forms part of this policy. This schedule is set out in a table with the position details, power and limitation for each delegation by function. The EO is responsible for the establishment, maintenance and review of this schedule. This schedule will be reviewed no less than annually by the Board.

Instrument: When using an Instrument of Delegation, delegates must work within AAFIE guidelines. Delegates must understand the responsibilities associated with their delegations and the procedures that are required before approvals are given.

Related Documents: All other AAFIE policies
Executive Officer Position Description

Schedule of Delegations:

Activity	Delegation	Parameters of Delegation
FINANCIAL		
Approve Budgets	Board	EO to prepare annual budgets
Approve annual financial statements	Board	EO to prepare statements
Authority to expend budgeted financial resource over \$5000	Board	2 Signatures Required
Authority to expend budgeted financial resource under \$5000	Director & EO EO	Approved to spend within budgeted lines – up to \$1000
Procurement and receipt of Goods and Services (including tenders)	2 Directors Director and EO	+\$25k \$5-\$24K – subject to availability of funds within approved budget limits
Online Banking - expenditure	Board	2 to authorise online banking expenditure
Online Banking - Opening and Closing Accounts	2 Directors	
Online Banking - Inter entity funds transfers	Director and EO	
Write off or dispose of debts and assets	2 Directors	
Appoint and review Auditor	Board	
INVESTMENTS		
Approve the investment of funds of AAFIE in a manner directed in the Investment Management Policy	Board	Includes mandates, policies, asset allocations, earnings targets and spending goals, financial risk
Oversight of the operational management of investments	EO	In compliance with the parameters in the IPS
Oversight of the strategic management of terms deposits, in a manner directed by the IM Policy.	Board	Investment and management of term deposits by the EO with review by the Board
ADMINISTRATION		
Changes in administration process	EO	including financial processes
Destruction of corporate documentation	EO	In line with Regulatory Guidelines
Use of the AAFIE Logo and approval of material on AAFIE website	EO	
Approval of Policies and Delegations Schedule	Board	
CONTRACTS		
Property Acquisition	2 Directors	
Leases	2 Directors	
Corporate Sponsorship	Chair and EO	
Supplier Agreement (multi year)	Chair and EO	
HUMAN RESOURCES		
Appointment, remuneration, leave and termination of EO	Board	Chairman to set annual KPI's and to review with supporting documentation
Creation of new position and engagement of consultants	EO	Within approved annual planning budget
GRANTS		
Submission of external grant applications	EO	
Acceptance of external grant funding and agreements	Chair and EO	

Recommendation of grants	EO	
Approval of grants within budget	EO	
Approval of grants outside of budget	Board	
Board Discretionary Grants	Board	
Variation to initial terms of grants	Board	
Termination of grant (in the case it is not used with approved timeframe)	Board	
FUNDRAISING		
Approve fundraising activities undertaken on behalf of the AAFIE	Chair and EO	Authority to approve fundraising activity in line with EO's responsibility to champion the good reputation and brand of AAFIE.