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|  | **Archery Victoria** | | | |
| Title: | Policy and Procedures Manual | | |
| Subject: | Schedule of Delegations | | |
| Author: | Archery Victoria Board | | |
| Approved: | 25-Jan-18 | Replaces: | New |
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# 0413. Schedule of Delegations

**1. Objectives**

* 1. This Schedule of Delegations is a fundamental control document for the good governance of the organisation and applies to all approvals, expenditures, agreements and contractual matters Archery Victoria enters into including commitments from the Archery Victoria Budget and other funding sources.
  2. The Schedule of Delegations provides certain authorities to be exercised by members of the Archery Victoria Board and Officers of the Board to enable the timely management of the organisation while at the same time providing a hierarchical approach to approvals.
  3. The Vice President, in the absence of the President (i.e. sickness or holidays) has the delegations of the President. The Secretary, in the absence of a Chief Financial Officer, has the delegations of the Chief Financial Officer.
  4. Subsequent delegation or sub-delegation of these delegations is not permitted without approval of the President or the Board.

**Archery Victoria**

**Schedule of Delegations**

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| **Category** | **Item** | **Authorisation** | **Additional Notes** |
| **Expenditure** | Expenditure – single item limit within budget line item or as approved at a Board meeting | Whole Board = unlimited  President = $5,000  Vice President = $5,000  Secretary = $5,000  Officer of the Board = $500 | Officer of the Board expenditures only as they relate to the portfolio of the Officer e.g. State Officials Administrator may authorise expenditure of funds for Judges Notebooks but not for purchase of items not related to judging or the running of Judges courses. |
|  | Expenditure authorisation | Any Board Member who is a signatory to the Archery Victoria bank accounts | Board has approved for single signature on organisation bank accounts  Expenditure to be made only after authorisation as per this schedule. |
| **Debt** | Borrow monies, loan agreements, line of credit | Board | Loans and agreements as per Constitution |
|  | Credit/Debit card issue | Board | Credit/Debit cards up to $5,000 limit.  Secretary to maintain a list of approved credit card holders. |
| **Budget** | Annual Budget Approval | Board | Until approved draft budgets are confidential to the Board. |
|  | Set aside current budget or revise budget | Board |  |
|  | Over spend budget line item < or = 10% but within overall budget | President  Vice President  Secretary  Chief Financial Officer |  |
|  | Over spend budget line item >10% but still within overall budget | President | On recommendation from Chief Financial Officer  Chief Financial Officer to highlight budget overspends at each Board meeting. |
|  | Over spend overall budget by < or = 10% | President | Chief Financial Officer to request Board to ratify at next Board meeting.  Chief Financial Officer to highlight budget overspends at each Board meeting. |
|  | Over spend overall budget >10% | Board |  |

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|  | Budget under expenditure carry over into another financial year > $50,000 | Board |  |
| **Investments** | Investment funds and reserves | Board | On recommendation from Chief Financial Officer |
| **Entertainment** | Entertainment expenditure | President  Vice-President  Chief Financial Officer | Includes catering for events and meetings |
| **Consultants** | Engagement of consultants < or = $10,000 | Chief Financial Officer | All consultants to be engaged by consultancy contract or AV letter of engagement. |
|  | Engagement of consultants > $20,000 | Board | All consultants to be engaged by consultancy contract or AV letter of engagement. |
| **On-going service contracts and contractors** | Enter into a contact for provision of services | Secretary  Chief Financial Officer | On approval of the Board |
|  | Engagement of Auditor | Secretary  Chief Financial Officer | Secretary to table at next Board meeting. |
|  | Engagement of Bookkeeping Services | Secretary  Chief Financial Officer | Secretary to table at next Board meeting. |
|  | Engagement of Secretariat Services | Secretary  Chief Financial Officer | Secretary to table at next Board meeting. |
| **Rewards & Recognition** | Within current policy guidelines | Chief Financial Officer |  |
|  | Outside current policy | Board |  |
| **Revenue** | Sponsorship revenue agreements <$10,000 | President | Terms to be agreed by Board  Sponsorship to meet policy guidelines |
|  | Sponsorship revenue agreements >$10,000 to $30,000 | Board | Terms to be agreed by Board  Sponsorship to meet policy guidelines |
|  | Sponsorship revenue agreements >$30,000 | Board | Terms to be agreed by Board  Sponsorship to meet policy guidelines |
|  | Grant funding <$10,000 | Secretary | Secretary to table at next Board meeting. |
|  | Grant funding >$10,000 to $30,000 | President | Secretary to table at next Board meeting. |
|  | Grant funding >$30,000 | Board | Board to agree to receipt of funding. $30,000 per annum |

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| **Media** | Media Statements, press releases, journal articles | President  Vice-President |  |
| **Communications** | To clubs, affiliates, associates and committees | Any Board member  Board Mentors for each club | Board members to advise at the next Board meeting |
|  | Engagement of legal services | Secretary | On approval of the President |
| **WH&S** | WH&S controls and procedures | Board member as designated by the Board  Technical Officers as appointed by the Board | Board to appoint the person responsible for WH&S at the first full meeting of the Board following elections  Board to appoint Technical Officers as required to consider Risk Assessments and WH&S issues |
| **Policies** | Approval of Archery Victoria Policies | Board | Procedures may be included in policies where appropriate |
|  | Issue of Archery Australia procedures needed to implement policies | Secretary |  |
| **Travel** | Board member travel – domestic only | Board | Board member travelling is to recuse themselves from voting on travel approval |
|  | Team Manager and other appointees travel – domestic only | Secretary  Chief Financial Officer |  |
|  | International travel | Board | Only if included in budget and with prior approval |
| **Phones** | Mobile phone purchase and plan | Board |  |
| **Issue of assets** | Issue of Archery Victoria assets e.g. timing equipment for Club or individual use | Secretary | Secretary to keep a register of loan of equipment |

*--END DOCUMENT--*