



DELEGATIONS POLICY

Policy number	0013	Version	01
Drafted by	Lynette Zito	Approved by Board on	
Responsible person	President	Scheduled review date	

INTRODUCTION

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

PURPOSE

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

The policy applies to all members of the Board and volunteers of Village Hall Players Incorporated who have delegated authority to act and sign documents on behalf of Village Hall Players Incorporated.

Delegations of authority within Village Hall Players Incorporated 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.

Delegations are a key element in effective governance and management of Village Hall Players Incorporated and provide formal authority to volunteers to commit the organisation and/or incur liabilities for the organisation.

POLICY

The Board of Village Hall Players Incorporated is responsible for the management of the organisation.

Under the NSW Department of Fair Trading and Village Hall Players Incorporated's Constitution, the Board can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved to the Board under NSW Associations Incorporated Act.

The Board may delegate its functions to:

- a member or members of the Board; and
- a sub-committee of the Board; and
- The Artistic Director.

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.

Village Hall Players Incorporated 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, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for Village Hall Players Incorporated or any of its volunteers or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Village Hall Players Incorporated's business.

AUTHORISATION

Signature of President _____

Name of President _____

Date _____

DELEGATIONS PROCEDURES

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 and prepare delegation schedules within the framework of the Delegations Policy for approval by the Board.

PROCESSES

- a. The overarching delegation's policy applies to Village Hall Players Incorporated as a whole.
- b. Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.
- c. Any delegation may be made subject to any conditions and limitations 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 ARTISTIC DIRECTOR

Delegations to the Artistic Director of Village Hall Players Incorporated shall be made by resolution of the Board.

All delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in a role statement

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. In such cases a transfer of the function to another appropriate position must be arranged by the Board.

A financial delegation can be exercised only within the approved line-item budget. The Board will, on advice from the CEO, approve the Delegations Schedule on an annual basis.

RELATED DOCUMENTS

- [Committees Policy](#)

AUTHORISATION

Signature of President

Name of President _____

Date _____