



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Schedule of Delegations		
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0413. Schedule of Delegations

1. Objectives

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. Subsequent delegation or sub-delegation of these delegations is not permitted without approval of the President or the Board.

Archery Victoria

Schedule of Delegations

Category	Item	Authorisation	Additional Notes
Grants	Grants – regardless of amounts.	Secretary & President. Board to ratify at next Board meeting.	Board to discuss prior to grant application. All grants should be within our Strategic Plan and Mission Statements.
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 Chief Financial Officer= \$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 2 (two) Board Members who are signatories to the Archery Victoria bank accounts	Board has approved for <u>two (2)</u> signatures 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
	Debit card	Board	Debit card up to \$5,000 limit. Any member of the Board can use a Debit Card as a single holder. President to hold/maintain/control physical card. Secretary to maintain a list of approved credit/debit card holders/users. <u>All receipts to be provided to the Chief Financial Officer for reconciliation.</u>
Budget	Annual Budget Approval	Board	Until approved draft budgets are confidential to the Board.
	Set aside current budget or revise budget	Board	On recommendation from Chief Financial Officer.
	Over spend budget line item < or = 10% but within overall	Board Chief Financial Officer	

	budget		
	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.
		President	
		President	
	Over spend overall budget >10%	Board	Chief Financial Officer to request Board to ratify at next Board meeting. Chief Financial Officer to ask Board to ratify changes.
	Over spend overall budget by < or = 10%	President	Chief Financial Officer to highlight budget overspends at each

	Budget under expenditure carry over into another financial year > \$50,000	Board	
Investments	Investment funds and reserves	Board	On recommendation from Chief Financial Officer. 2 (two) authorised signatories are required to any bank documents.
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 <u>contract</u> 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

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

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