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## 1. Introduction

1.1 The Schedule of Delegations for Archery Victoria sets out which Officers and Board members, have the authority to make decisions and take specific actions on behalf of Archery Victoria, such as approving expenditures, signing contracts, or managing operational activities. This schedule provides formal authority to individuals, ensures accountability, and improves efficiency by defining both financial and operational limits for the Board and volunteers.

1.2 This schedule specifies:

- the powers being delegated,
- the individuals or roles to whom they are delegated, and
- any associated financial, time, or scope limits.

## 2. Why a Schedule of Delegations is Important

- **Ensures Accountability:** Clearly identifies who is responsible for specific decisions and actions.
- **Boosts Efficiency:** Enables staff and volunteers to act quickly within their delegated authority without requiring full committee or board approval.
- **Provides Clear Guidelines:** Defines boundaries of authority, preventing confusion and reducing risk of overstepping responsibilities.
- **Supports Governance:** Strengthens governance practices by ensuring decisions are made within an agreed, structured framework.

## 3. Authorities

3.1 The following schedule outlines the authorities to be exercised by members of the Archery Victoria Board to enable the timely and effective management of the organisation:

- **Vice President** – In the absence of the President (e.g. due to illness, leave, or other unavailability), the Vice President shall assume all delegations and responsibilities of the President.
- **Secretary** – In the absence of a Chief Financial Officer, the Secretary shall assume all delegations and responsibilities of the Chief Financial Officer.

3.2 Subsequent delegation or sub-delegation of these delegations is not permitted without approval of the President or the Board.

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 two (2) 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. All receipts to be provided to the Chief Financial Officer for Reconciliation
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 budget	Board 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 >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.
On-going service contracts and	Enter into a contract for provision of services	Secretary Chief Financial Office	On approval of the Board

Category	Item	Authorisation	Additional Notes
contractors	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.
Reward and 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
	Terms to be agreed by Board Sponsorship to meet policy guidelines	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	
Workplace Health and Safety	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	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

Category	Item	Authorisation	Additional Notes
Phones	Mobile phone purchase and plan	Board	
Issue of assets	Issuing of Archery Victoria assets e.g. timing equipment for Club or individual use	Secretary	Secretary to keep a register of loan of equipment