

Australian Federation of Ukrainian Organisations Inc

ABN 40 104 855 692

Delegations of Authority Policy

1. Introduction

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

Delegations of authority are the mechanisms by which AFUO enables officers of AFUO to act on behalf of AFUO.

2. Purpose

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

The policy applies to all members of the Board and the staff and volunteers of AFUO who have delegated authority to act and sign documents on behalf of the AFUO

Delegations of authority within AFUO are intended to achieve four objectives:

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

Delegations are a key element in effective governance and management of AFUO and provide formal authority to particular staff and volunteers to commit the AFUO and/or incur liabilities for the AFUO.

3. Policy

The Board of AFUO is responsible for the management of the organisation.

Under the Victorian Associations Incorporation Reform Act 2012 and AFUO'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 any applicable legislation.

The Board may delegate its functions to:

- A member or members of the Board; and
- A sub-committee of the Board; and
- The Executive Officer (EO) and through the EO to members of the staff of the organisation.

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.

3.1 The Executive Officer

(a) is charged with the duty of promoting the interests and furthering the development of the AFUO; and

(b) is responsible for the administrative business of the AFUO and the Ukrainian Community and Settlement Support Grant; and

(c) exercises a general supervision over the staff and volunteers of the AFUO.

The EO may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

3.2 Standards of Integrity

AFUO 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 (including its Executive Officer), managers, employees, 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 AFUO or any of its employees, contractors or volunteers to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing AFUO's business.

4 Retained by the Board

The Board has the following guidelines to assist Management with issues that must come to the Board. The EO is responsible for reporting to the Board on business operations. They include:

- **Appointments**
 - Appointment of the EO and direct reports
 - Appointment or removal of the Company Secretary
 - Appointment of the Treasurer and Secretary
 - Approval of senior management appointments
 - Appointment of the external auditor
 - Appointment of consultants and contractors
 - Membership and terms of reference of Board Committees

- **Board and senior management**
 - Delegations of authority to the EO
 - Ratification of the AFUO organisational chart
 - Approval of remuneration and incentive policies
 - Approval of senior management remuneration
 - Management contracts
 - Overseas visit approvals
 - Approval of succession plans
 - Disclosure of conflicts of interest
 - Assessment of the AFUO's, Board's and EO's performance
 - Matters concerning the governance of the AFUO Policy and compliance in accordance with key policies.
 - Succession planning.
 - Organisational structure
 - The limits of authority

- **Relations with the Members and stakeholders**
 - Arrangements for the Annual General Meeting and other General Meetings
 - Matters relating to reports required by the Australian Charities and Not-for-profits Commission Act 2012 (Cth).
 - Suggestions for nomination of Directors for election by the Members

- **Financial and accounting**
 - Approval of annual accounts and Directors' reports
 - Approval of accounting policies
 - Approval of the internal audit plan
 - Approval of annual operating and capital budgets
 - Any question of borrowing or giving security over assets
 - Treasury policies including foreign currency and interest rates
 - Bank accounts and signatories
 - Investment policies and mandates
 - Debt raising
 - Financial reporting
 - Acceptance of audit reports including management letters
 - Capital expenditure as specified in the annual capital budget;
 - Writing off or writing down assets

- o Writing off bad debts
 - o Taxation and duty payments
 - o Approval of payroll and on-costs
 - o Credit card issue

- **Business strategy and oversight**
 - o Approval of strategic objectives
 - o Approval of strategic plan
 - o Approval or proposals for major expansion or closures
 - o Approval of budgets
 - o Approval or performance indicators
 - o Setting priorities
 - o Mission, vision and values, strategic direction, objectives and budgets, as part of the corporate plan
 - o Monitoring achievement of corporate plans and objectives and performance against appropriate benchmarks;
 - o Major issues affecting the AFUO's external environment and reputation;
 - o New services

- **Property and motor vehicle leases**

- **Major transactions**
 - o Mergers and acquisitions
 - o Purchase of property

- **Legal**
 - o Actions or transactions which might involve questions of legality or propriety
 - o Appointment of legal advisors
 - o Major non-compliance issues
 - o Litigation

- **Risk management and Internal controls**
 - o Approval of the Risk; appetite, tolerances and profile
 - o Risk assessment and insurance
 - o Risk management policies
 - o Approval of company policies, including compliance with the law
 - o Approval or reporting and monitoring systems
 - o External and internal audit recommendations/appointment;

- **Donations and sponsorships**

- **Human Resources Delegations**
 - o Conditions of employment, including packages

- o EO direct reports- appointment, transfer, terminations etc
- o Management Team- appointment, transfers, terminations
- o Other staff- appointment, transfer, terminations
- o Creation of new positions
- o Classification
- o Position evaluation and position regrading
- o Disciplinary action
- o Redundancies
- **Other delegations**
 - o Business unit structure
 - o Company policy approval/authorisation
 - o Banking arrangements, including signatories
 - o Borrowing agreements
 - o Insurance agreements
 - o Invest funds
 - o Confidentiality agreements
 - o Make public statements.

5. Delegation to Management

The following items have been approved by the Board as being within the realm of Management’s authority, subject to the Limits of Authority as defined in Section 5 below.

In delegating responsibility to Management, the Board understands it is ultimately responsible for all decisions and shall keep itself properly informed of significant issues.

- **Financial and contractual delegations**
 - o Approved capital expenditure in line with the budget and the Limits of Authority
 - o Operational expenditure, in line with the Limits of Authority
 - o Negotiating and entering contracts in line with the Limits of Authority
 - o Entering into trade accounts in line with the Limits of Authority
- **Tendering**
 - o Issue tenders
 - o Receive tenders
 - o Open tenders- must have two
 - o Post tender negotiations
 - o Tender acceptance
 - o Providing quotes

6. Delegation limits

Whilst being responsible for the day to day operations of the AFUO, the EO shall be required to seek Board approval in accordance with the AFUO Limits of Authority Policy.

The Limits of Authority will be modified from time to time as required and approved by the AFUO Board.

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