

**Register of Delegation of Authority**

**Approved by the Board**

**of**

**XX Golf Club**

**APPROVED: Insert date**

This document covers the following matters relating to delegated authority:

**SECTION A**                  Purpose

                                      Key Principles

                                      Authority to remain with the Board

**SECTION B**                 The Delegated Authority Register

**SECTION A**

**Purpose**

The purpose of this document is to:

         state the key principles underlying delegated authorities;

         detail the decisions which can only be made by the Board;

         provide a register of to whom delegated authority has been granted.

**Key Principles**

         compliance with the delegated authority policy is mandatory;

         delegated authority only applies to areas within the control of the individual;

         no individual may exercise a delegated authority if they stand to gain personally from the transaction;

         no individual may approve timesheets, leave or expenses which relate to that person.

**Board Authority**

The Board of xxxxxx. has all the powers for the governance and management of the entity.  The board has chosen not to delegate the following key tasks:

         approval of the strategic plan;

         approval of the annual budget;

         authority to buy shares or enter into a joint venture or partnership;

         authorisation to purchase capital equipment. over $5,000

         authorisation to sell capital equipment. over a net book value of $5,000

         authority to sign or renew contracts for supplies and services over $5,000

         authority to sign purchase orders for supplies or services over $5,000

         authority to enter into a new lease or license agreements (excluding renewal of leases);

        authority to initiate legal action apart from standard debt recovery and employment matters;

         authority to settle legal claims against XXXXXXXXXXXXXXXXX.;

         appointment of, and setting terms of employment of the General Manager/CEO

         raising debt finance;

         authority to enter into any other type of treasury or derivative instruments.

**SECTION B**

This section contains the Delegated Authority Register of the XXXXXXXXXXXXXX. Delegated Authority is split into the following areas:

|  |  |  |
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**Section 1   human resources**

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**section 1 HUMAN Resources**

**Appointment of Staff**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 1.1 | To **approve** appointment or replacement of staff (permanent, temporary, casual, contract) | General Manager/CEO | None |
| 1.2 | To **make** formal written offers of employment | General Manager/CEO | None |
| 1.3 | To **approve** travel and transfer expenses in accordance with Board guidelines | General Manager/CEO | None |

**Salary Levels**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 1.4 | To **set** commencing salaries up to $50,000 | General Manager/CEO | None |
| 1.5 | To **set** commencing salaries over $50,000 | Chairperson General Manager/CEO  r | None |
| 1.6 | To **approve** increases in salaries for staff if new salary level is below $50,000 p.a. | Chairperson General Manager/CEO | None |
| 1.7 | To **approve** increases in salaries for staff if new salary level is up to and over $50,000 p.a. | Chairperson General Manager/CEO | None |
| 1.8 | To **change** standard working hours | Chairperson General Manager/CEO | None |

**Negotiation of Contracts and Performance Reviews**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 1.9 | To **undertake** individual performance reviews  Insert position  Insert position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Insert position  Insert position  Insert position | General Manager/CEO  Insert  Insert  Insert  Insert | None  Insert  Insert  Insert  Inseret |

**Other Employment Related Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 1.10 | To **approve** work related expenses | General Manager/CEO | General Manager must have expenses approved by Board |
| 1.11 | To **offer** benefits in addition to salary including continuing education | Chairperson General Manager/CEO | None |
| 1.12 | To approve Time Off in Lieu of salary in accordance with XXXXXXXXXXX policy | General Manager/CEO | None |
| 1.13 | To **commit** expenditure to meet health and safety concerns | General Manager/CEO | None |

**Leave**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 1.14 | To **approve** annual and sick leave | General Manager/CEO | None except General Manager/CEO  must have theirs approved by the Chairperson |
| 1.15 | To **approve** other leave (i.e. special leave without pay, bereavement leave, maternity/paternity leave, parental leave, Jury or Witness leave)  Course Superintendent  Green Keeping Staff  Office staff | General Manager/CEO | None except General Manager/CEO  must have their leave approved by the Chairperson |

**Suspension & Termination of Service/Settlement of Personal Grievances**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 1.16 | To **give** verbal warning | General Manager/CEO | None |
| 1.17 | To **give** written warning and final written warning | General Manager/CEO | None |
| 1.18 | To **terminate** employment | General Manager/CEO | None |
| 1.19 | To **offer** redundancy or to negotiate severance | Chairperson General Manager/CEO | Board |
| 1.20 | To **settle** personal grievances | Chairperson General Manager/CEO | Maybe decided by Board |

**Section 2               Purchased supplies and Services**

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**section 2               purcHASED SUPPLIES, SERVICES AND LEASE AGREEMENTS**

**Purchase Supplies and Services Under $100.00 Using Petty Cash**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 2.1 | To **purchase** supplies and services up to $500 using petty cash | General Manager/CEO | Receipt/Tax Invoice required for internal processing. |

**Purchase of Supplies and Services**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 2.2 | To **issue** a purchase order for capital expenditure as resolved by the Board | General Manager/CEO | Up to $5,000. |
| 2.3 | To **issue** a purchase order for capital expenditure as resolved by the Board | Chairperson General Manager/CEO | Over $5,000 or over budget |
| 2.4 | To **issue** a purchase order for operational expenditure within budget | General Manager/CEO | Within budget only |
| 2.5 | To issue a purchase order for operational expenditure outside budget and over $5000.00 | The Board | Outside budget and over $5,000 |
| 2.6 | To issue a purchase order for operational expenditure outside budget and under $5000.00 | General Manager/CEO | Under $5,000 |
| 2.7 | To **sign** a supply contract or renewal of a supply contract | General Manager/CEO | Up to $5,000 |
| 2.8 | To **sign** a supply contract or renewal of a supply contract | The Board | Over $10,000 |
| 2.9 | To **sign** deeds of assignment, novation or variation of existing contracts | The Board | None |
| 2.10 | To **approve** supplier invoices for payment | General Manager/CEO | Up to $5,000 and must be in budget, otherwise General Manager and Board needs to approve, if outside of budget |
| 2.11 | To **approve** supplier invoices for payment | General Manager/CEO | Over $5,000 if budgeted and approved by Board |
| 2.12 | To **approve** the payroll direct credit payment | General Manager/CEO | None if it has been budgeted and is part of employee’s official package, otherwise Board to approve |

**Sale or Disposal of Supplies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 2.13 | To **sell** or dispose of goods and equipment. | General Manager/CEO | Up to $5,000 then to the Board |

**Rental of Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 2.14 | To **enter** into rental or lease agreements for equipment less than $5,000 in value per annum. | General Manager/CEO | None if budgeted for |
| 2.15 | To **enter** into rental or lease agreements for equipment greater than $5,000 in value per annum. | Chairperson General Manager/CEO | None if budgeted for |

**Section 3               capital equipment**

|  |  |
| --- | --- |
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**section 3               CAPITAL**

**To commit funds for the purchase of capital equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 3.1 | To **commit** funds for capital equipment up to $5,000. | General Manager/CEO | Must have a Board resolution |
| 3.2 | To **commit** funds for capital equipment up to and over $5,000 | The Board | Must have a Board resolution |

**To purchase capital equipment once Board approval has been obtained**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 3.3 | To **issue** purchase order/contract for authorised items. | General Manager/CEO | None |

**Sale, Disposal or Scrapping of Capital Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 3.4 | To **sell** or dispose of capital equipment with book value up to $5,000. | General Manager/CEO | None |
| 3.5 | To **sell** or dispose of capital equipment with book value over $5,000. | The Board | None |

**Section 4               legal and administration**

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**section 4               LEGAL AND ADMINISTRATION**

**Administration**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 4.1 | To **release** information to the media. | General Manager/CEO | None |

**Legal - Litigation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 4.2 | Authority to **initiate** or defend litigation for debt recovery, | The Board | None |
| 4.3 | Authority to **initiate** or defend other litigation | The Board | None |
| 4.4 | To **settle** claims against xxxxxx | The Board | None |

**Legal - General**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 4.5 | Authority to **sign** legally binding documents on behalf of the xxxxxxx not specified elsewhere in this policy. | The Board | None |

**Section 5               financial systems**

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**section 5               fINANCIAL SYSTEMS**

**Bank Accounts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 5.1 | To **open** and operate imprest, wages, and all bank accounts. | General Manager/CEO | None |  |
| 5.2 | To be **signatory** on all cheques and funds transfer under $10,000. | Chairperson General Manager/CEO | None if within budget, otherwise The Board to approve |  |
| 5.3 | To be **signatory** on all cheques and funds transfer up to and over $10,000. | Chairperson  General Manager/CEO | None |  |

**Loans**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 5.4 | To **enter** into:      Bank and other external loans and borrowings | The Board | None |  |

**Bad Debts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 5.5 | Authority to **write-off** bad debts up to $1,000. | General Manager/CEO | None |
| 5.6 | Authority to **write-off** bad debts up to and over $1,000 | The  Board | None |

**Stock**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 5.7 | Authority to **write-off** bar stock up to $1,000 | General Manager/CEO | None |
| 5.8 | Authority to **write-off** bar stock up to and over $1,000. | The Board | None |

**SECTIOn 6               sales and marketing**

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**section 6               SALES AND MARKETING**

**Sales Prices**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 6.1 | Authority to **set** or **change** standard bar selling prices | General Manager/CEO | None |
| 6.2 | Authority to **agree** discounts on the standard sales price up to 50% | General Manager/CEO | None |
| 6.3 | Authority to **agree** discounts on the standard sales price up to and over 50% | The Board | None |

**Marketing**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DELEGATED AUTHORITY** | **DELEGATED TO** | **AUTHORITY LIMITS**  **OR RESTRICTIONS** |
| 6.4 | Authority to **approve** changes to the website. | General Manager/CEO | None |