

EKSC Delegation of Authority Policy



DELEGATION OF AUTHORITY POLICY

(Including Expenditure Approval Policy and Signing Authority Policy)

Purpose

The Delegation of Authority is a policy that has been established by the Board of Directors of the Edmonton Keyano Swim Club to:

- Set out matters specifically reserved for determination by the Board and those matters delegated to management;
- Set out matters reserved for specific roles in the organization;
- Establish expense approval limits by role.

The functions exercised by the Board and those delegated to management are subject to ongoing review to ensure that the division of functions remains appropriate.

Matters reserved for the Board

Matters specifically reserved for the Board include:

- Decisions about organizational vision and mission;
- Decisions about organizational policies;
- Matters involving financial amounts above \$5,000, unless specifically designated otherwise;
- Approval of contracts and obligations above \$5,000, unless specifically designated otherwise;
- Succession planning for Board positions and Committee positions
- Approval of or changes to the annual budget

Matters delegated to Management

Other than as expressly provided in this policy, all matters not specifically reserved for the Board and necessary for the day-to-day management of the organization, and the implementation of club objectives, are delegated to management. Management may sub-delegate where appropriate. The organization's policies and procedures provide guidance on the execution of specific roles and responsibilities.

Management shall be responsible for:

- Ensuring that the day-to-day operations are carried out with all legal and regulatory requirements;
- Ensuring that the organization's policies, practices and decisions are undertaken in a manner that is prudent, equitable and consistent with commonly accepted practices and professional ethics within Swimming Canada;
- Ensuring the organization's assets are protected, adequately maintained and not placed at unnecessary risk;
- Ensuring that budgeting is based on generally accepted accounting principles;
- Promoting a healthy work environment for staff that is consistent with organization's values;
- Representing the organization externally to the community, government, media and other stakeholders in ways that enhance the public image and credibility of the organization.

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Reporting by Management to the Board

As part of the framework established by this policy, management is required to report regularly to the Board concerning the authority exercised.

Reports by management shall cover such areas as club performance, financial performance, risk management, human resource issues, client / accounts receivable issues and other items related to organizational operations.

Management must report to the Board on a regular basis on serious occurrences, and client and staff complaints.

Expenditure Approval Policy

Board approval shall be required for:

- All capital and/or operating expenditures over \$5,000
- Disposal of assets in excess of \$5,000
- All unbudgeted or new contracts and agreements over \$5,000
- Staff hires or contracts when outside of the approved budget by more than 10%
- Opening of new bank accounts

The General Manager shall approve:

- All capital and/or operating expenditures up to \$5,000
- Disposal of assets up to \$5,000
- All budgeted contracts and agreements without restriction
- All unbudgeted or new contracts and agreements up to \$5,000
- Staff hires or contracts within 10% of the approved budget
- All operating expenditures incurred in the ordinary course of business and within the approved operating budget

Signing Authority Policy

The Board shall have a minimum of 2 signing authorities from amongst its executive positions:

- President
- Vice President
- Secretary
- Treasurer

The General Manager and Head Coach shall have signing authority under the following conditions:

- Use of a club credit card under the Expenditure Policy as written above;
- No signing of cheques, e-transfers, or any other bank payment is allowed under personal or conflict of interest conditions;
- No signing of cheques, e-transfers, or any other bank payment is allowed without a second signature from a Board member.

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All signing authority designates shall abide by the following policy:

- Signing Authorities have a duty to understand the purpose of any cheque, e-transfer, or any other bank payment prior to signing;
- Signing Authorities have a duty to confirm that the responsible employee or board member to an expenditure has confirmed the details of that expenditure;
- Signing Authorities have a duty to be available for signing and/or ensure that sufficient signing authorization is available for short notice situations;
- Signing Authorities have a duty to expedite payments whenever possible;
- Signing Authorities have a duty to maintain the signing authorities on file with banks and other financial institutions, as required.

Communication on behalf of the organization

Any verbal or written communication with media, regulatory bodies, or other entities that may have an impact on the organization are limited to:

- The President
- The General Manager
- The Head Coach

Temporary Delegation of Authority

Any role may temporarily delegate their authority to another role in case of absence. The board must be informed of the delegation and the period for which it will be in force.

Review

The Board will review the contents of, and compliance with, this policy regularly.