



Title: <b>Delegation of Authority by Committee of Management to the position of Networker</b>	
Version: 1	Approved: Committee of Governance: Carolyn proposed that the draft Delegation of Authority document be adopted with changes as discussed. Seconded by Marg. Minuted 21 <sup>st</sup> February 2013
Administered: Committee of Governance	Approved : July 2015 Next Review: July 2017

FUNCTION	AUTHORITY RETAINED BY THE COMMITTEE	AUTHORITY DELEGATED TO THE NETWORKER
<b>PLANNING</b>	<ul style="list-style-type: none"> <li>All decisions to endorse and monitor strategic and business plans</li> <li>Endorse policies and procedures relating to the governance and management of Network West's affairs, activities and interests, and planning activities within the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Develop and prepare a 3 year strategic and annual business strategy for endorsement by the committee recommendations for endorsement by the Committee</li> <li>Implement and evaluate decisions endorsed by the Committee through consultation</li> </ul>
<b>POLICY DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Review and endorse all policies and procedures relating to the governance and management of Network West's (the organisation's) affairs, activities and interests</li> </ul>	<ul style="list-style-type: none"> <li>Notify the Committee of policies and procedures required for good governance and management of Network West</li> <li>Prepare policies and procedures for endorsement by the Committee</li> <li>Implementation of policies and procedures</li> </ul>
<b>STAFFING</b>	<ul style="list-style-type: none"> <li>All decisions regarding the position of Networker (includes; recruitment, terms and conditions of employment, position description, performance indicators and measures, performance appraisal and contract</li> <li>Employment of the Networker and endorsement of the Network West staffing structure.</li> <li>Endorse policies and procedures to establish an appropriate framework for employment and industrial relations throughout the organisation</li> <li>Provision of supervision for the Networker.</li> </ul>	<ul style="list-style-type: none"> <li>All decisions re hiring, termination and replacement of staff</li> <li>Implement Committee-endorsed policies relating to employment and industrial matters, including overtime, time-in-lieu, all categories of leave, training and professional development</li> <li>Keep the Committee advised re effectiveness of policies and procedures, and recommend any improvements or adjustments</li> </ul>



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<b>FINANCIAL</b>	<ul style="list-style-type: none"> <li>• Endorsement of forward annual budgets and cashflow projections prior to commencement of each financial year</li> <li>• Preparation of bi monthly financial reports in accordance to legislation to the Committee, particularly in relation to essential accompanying interpretation and commentary</li> <li>• Approval of unanticipated expenditure of amounts in excess of \$500</li> <li>• Sign off on financial contracts</li> <li>• Endorsement of submissions, grant applications and tenders</li> <li>• Ensure annual accounts are audited</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and communicate recommendations to the Committee and/or finance subcommittee on matters including:               <ul style="list-style-type: none"> <li>○ external financial resources i.e. submissions and grants</li> <li>○ initiate preparation of annual budget for Committee approval.</li> <li>○ negotiation contractual agreements</li> <li>○ monitoring income and expenditure against budget</li> <li>○ asset and risk management</li> </ul> </li> <li>• Approval of funds with a maximum of \$500 per month within budget limits</li> <li>• Expend budgeted amounts and grant funds on strategic, marketing/promotions and planned activities</li> <li>• Maintain transparent records and reporting</li> </ul>



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<b>FUNCTION (cont'd)</b>	<b>AUTHORITY RETAINED BY THE COMMITTEE</b>	<b>AUTHORITY DELEGATED TO THE NETWORKER</b>
<b>CONSTITUTION, LEGAL</b>	<ul style="list-style-type: none"> <li>All decisions</li> </ul>	<ul style="list-style-type: none"> <li>Make recommendations on consideration and negotiation of all Funding, Service and Contractual Agreements</li> <li>Commit the organisation only after Committee approval or within the strategic and policy framework</li> <li>Respond promptly on any legal, legislative, statutory or contractual matters and advise the executive Committee</li> <li>Implement preparation for the AGM</li> <li>Prepare organisational documents for the auditor annually.</li> <li>Retain custody of the common seal for access by secretary when required.</li> <li>Networker to have ex officio committee member status.</li> </ul>
<b>ORGANISATION MARKETING/ PROMOTION</b>	<ul style="list-style-type: none"> <li>Endorse all associated policies, plans, budgets and strategies</li> </ul>	<ul style="list-style-type: none"> <li>Act as spokesperson for the organisation within the Committee endorsed policy and strategic framework</li> </ul>
<b>GRIEVANCE/ CONFLICT RESOLUTION</b>	<ul style="list-style-type: none"> <li>Endorse relevant policies and procedures at governance, management and operational levels</li> </ul>	<ul style="list-style-type: none"> <li>Act promptly as outlined in internal policies and procedures or industrial requirements, and advise the Committee as appropriate</li> </ul>
<b>OPERATIONS</b>		<ul style="list-style-type: none"> <li>Provide informed advice to the association members, committee and sector stakeholders.</li> <li>Implement and manage the organisations internal functions, including managing projects and projects staff.</li> <li>Implement contemporary best practice</li> <li>Develop and maintain organisational outcomes measurers as per the stated requirements of funding bodies.</li> <li>Contribute to sector relevant campaigns and projects</li> </ul>