

EHA DELEGATION OF AUTHORITY (NON-FINANCIAL) POLICY

Introduction

Appropriate delegation of authority is fundamental to corporate governance arrangements i.e. the way in which organisations are directed and controlled. Authority should however be defined clearly such that decisions are made and actions taken by the appropriate people. In general, authority should be delegated to the point where decisions can be taken most efficiently. It should be noted that delegated authority for budgets does not confer purchasing authority, which should be the subject of separate delegations.

In addition to matters expressly required by law to be approved by the Board, powers reserved for the Board are as follows:

- Appointing and removing the CEO and determining his or her terms and conditions of employment (including remuneration).
- Reviewing and approving each of the following:
 - Systems of governance, risk management and internal control, codes of conduct and legal compliance,
 - Financial and other reporting, and
 - Major capital expenditure.
- Any matters in excess of discretions that, from time to time, may have delegated to the CEO and senior management (for instance, in relation to capital expenditure).
- Approving each of the following:
 - The strategic plan annually,
 - The budget annually,
 - Significant changes to organisational structure, and
 - The acquisition, establishment, disposal or cessation of any significant business of the organisation.

The role of the CEO is to manage, which is broadly to:

- Act as the executive officer to the Board, including advising and informing the Board in its governance role.
- Work with the Board to reach agreed strategic and business outcomes within the appropriate budgetary and financial framework.
- Manage all of the day-to-day affairs and activities of the organisation within the Board-endorsed strategic, policy, risk, people and financial framework.
- As approved, attract, motivate and retain a suitably qualified team of staff.
- Provide reports, analysis and recommendations to the board as required.
- Implement Board decisions.

Accountable Officers

Accountable Officers for the EHA should delegate authority for budgets and associated strategic and financial management responsibilities to senior staff for further sub-delegation as considered appropriate. However, while an Accountable

Officer can delegate authority the responsibilities of an Accountable Officer cannot be delegated or shared. The EHA's Accountable Officers are;

David Meli - CEO

Tracy Watkinson – Chair

The key principles upon which this delegation of authority is based are as follows:

Practicality

The delegation of authority to the CEO should be clear, concise and practical.

Accountability

The trail of accountability for decision making needs to be clear and must remain intact (un-broken) at all times in terms of the sub-delegation of authority by the CEO or others.

Sub-Delegation

The CEO will have the ability to delegate authority to others within the chain of management provided that, so far as the Board is concerned, the CEO will remain accountable for such decision making.

Board Reporting

It is essential that the Board receives adequate and timely reporting of the use of delegated authority by the CEO (particularly any unbudgeted or discretionary authority) so that the Board can be fully informed at all times.

Strategic Management Responsibilities

At the higher levels of the EHA, it is particularly important that financial responsibilities are discharged in the context of wider risk and strategic management considerations. Senior staff, within their area of responsibility, should therefore be delegated responsibility for:

- proposing objectives, priorities, outcomes and performance indicators for the organisation which meet with the organisation's overall aims, policy and management objectives;
- making plans and ensuring that adequate systems are in place to achieve these objectives effectively, efficiently and economically;
- ensuring that adequate systems for internal control and risk management, both financial and otherwise are in place and are monitored and reviewed regularly;
- monitoring and reporting of performance to the organisation's CEO and Board as required.
- liaison with, and reporting to, the Board for their area of responsibility.

Currently elected and independent Directors are as follows;

Elected Director -	Chris J Smith
Elected Director -	Chad Elhertsen
Elected Director -	Sue Whitehead
Elected Director -	Marc Fayemi
Appointed Director -	Clare Henderson
Appointed Director -	Amanda Bennett

Appointed Director - Diaraye Diallo
 Appointed Director - Heather Williams
 Appointed Director - Paul Shapiro

The EHA Board has overall strategic and governance responsibility for the organisation and delegates day-to-day authority and management of the EHA to the CEO.

The Board retains the authority to:

- Enter into strategic commitments, and
- Commence or conclude any legal proceedings, other than that associated with the recovery of debts.

This document sets out the general principles governing the delegation of powers and authority as well as a schedule of delegation to senior staff.

General Principles

- Delegations are to positions not to individual persons.
- Acting appointees may exercise the same powers as the permanent appointee to a position.
- Delegates may not further delegate their powers except where specifically authorised to do so by the CEO or Board.
- The Schedule of Delegation should be reviewed at least annually by the EHA Board.
- In the event the officer responsible for a specific area is not available for an extended period, an alternative member of staff is to be authorised by the CEO or Board to exercise the same powers conferred to the original officer.

Schedule

Item	Subject	Instruction	Officer	Comments
1.	Appointment and recruitment of staff/volunteers/board members.	Appointment to the board Creation of a new permanent position. With respect to an approved permanent position, approve the appointment, terms & conditions of employment, role/responsibilities and remuneration of staff. Approval of temporary employment up to six months. Approval of temporary	Chair CEO CEO CEO	Negotiation of salary for new appointments, increases resulting from performance reviews & for acting positions must be in accordance with relevant EHA policies.



Item	Subject	Instruction	Officer	Comments
		employment over six months.	CEO	
2.	Operational policy approval.	Approve policies & administrative procedures that effect the overall operation of the EHA.	Board	Policies must be consistent with Board decisions & relevant legislation.
3.	Operational management.	Management of all aspects of operational staff.	CEO	Business/Portfolio Directors to be advised of any key decisions.
4.	Contract negotiation and agreement.	<p>Entering into any agreements on behalf of the EHA related to the day-to-day operation of the organisation.</p> <p>Entering into any long-term strategic agreements on behalf of the EHA related to the wider operation and governance of the organisation.</p>	<p>CEO</p> <p>Board</p>	Where appropriate the CEO must inform the Board of any new financially related contracts.
5.	Public Relations.	<p>Authorise routine public/media statements on behalf of EHA.</p> <p>Respond publicly to significant issues on behalf of EHA.</p>	<p>CEO</p> <p>CEO</p>	