

Sample Deed of Delegation (Myrtleford Neighbourhood House policy directory)

Function	Authority of the Governing Body	Authority of the Manager
Planning	<p>All decisions to endorse and monitor strategic and business plans</p> <p>Endorse policies and procedures relating to all other planning activities</p>	<p>Prepare recommendations for endorsement by the submission to governing body</p> <p>Implement and evaluate decisions endorsed by the governing body</p> <p>Expend endorsed budgeted amounts</p>
Policy Development	<p>Endorse policy and procedure for policy-making</p> <p>Endorse all policies and procedures relating to the governance and management of the organisations affairs, activities and interest</p>	<p>Recommend and prepare draft policies and procedures relating to governance and management of the organisations affairs, activities and interests</p> <p>Develop, implement and evaluate operational policies and procedures in line with the Committee endorsed policy on policy making</p> <p>Expend budgeted amounts</p>
Staffing	<p>All decisions regarding the position of Manager – terms and conditions of employment, position description , performance indicators, performance appraisal</p> <p>Endorse policies and procedures to establish an appropriate framework for employment and industrial relations</p> <p>All decisions to create new positions where they are on budget</p>	<p>All decisions re hiring, termination and replacement of staff, and creating new positions within budget</p> <p>Implementing policies re staff applications for overtime, time-in-lieu, all categories of leave, training and professional development</p> <p>Implementing policy re industrial matters</p> <p>Keep the Committee advised regarding effectiveness of policies and procedures and recommend improvements or adjustments</p>
Financial	<p>Endorsement of forward annual budgets and cash flow projections</p> <p>Approval of the Format, content and language of monthly financial reports to the governing body and accompanying interpretation and commentary</p> <p>Approval of unanticipated expenditure of amounts in excess of \$</p>	<p>Prepare recommendations including:</p> <ul style="list-style-type: none"> - Obtaining financial resources - Competitive tendering - Budget preparation - Negotiating contractual agreements - Organisational performance indicators, performance measures and internal controls - Asset and risk management <p>Make decisions about internal</p>

	Endorsement of policies and procedures relating to asset and risk management, debt avoidance/management and investment	financial, administrative, information and accounting systems up to \$? And within budget limits
Marketing/Promotion	Endorse all policies, budgets and strategies	<p>Expend \$ for any promotional activities within budget limits</p> <p>Make and implement decisions on external contacts within the endorsed marketing strategy</p> <p>Make recommendations re external commitments to key organisations or networks</p> <p>Act as spokesperson for the organisation within the Committee endorsed policy and strategic framework</p> <p>Oversee the use of social media to further the objectives of the organisation</p>
Constitution, Legal	All decisions	<p>Make recommendations on funding, service and contractual agreements</p> <p>Commit the organisation only after committee endorsement or within the strategic and policy framework</p> <p>Deal promptly with any legal, legislative, statutory or contractual matters and advise the Committee immediately</p> <p>Make recommendations re preparation for the Annual General Meeting, auditing of the annual accounts, the Annual Report and organisation reporting obligations</p>
Grievance/Conflict Resolution	Endorse relevant policies and procedures at governance, management and operational levels	Act promptly as outlined in internal policies and procedures or industry requirements and advise the Committee as appropriate

Signature of Chair Person
(on behalf of the Committee of Management)

Date / /

Signature of Manager

Date / /

Adopted	Reviewed:
Summary of changes:	