

## DELEGATIONS POLICY

<b>Policy number</b>	1.0	<b>Version</b>	1.0
<b>Drafted by</b>	AARE Executive Office Manager	<b>Approved by Executive Committee on</b>	April 2022
<b>Responsible person</b>	Treasurer	<b>Scheduled review date</b>	April 2023

### INTRODUCTION

This policy sets out the circumstances under which the Australian Association for Research in Education (AARE) Executive Committee may delegate its responsibilities.

Delegations of authority are the mechanisms by which AARE enables its officers to act on its behalf.

### PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority within AARE in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers for their performance.

The policy applies to all members of the Executive Committee and the staff and volunteers who have delegated authority to act and sign documents on behalf of AARE.

Delegations of authority within AARE are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of AARE and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

**Policies** can be established or altered only by the Executive Committee.

**Procedures** may be altered by the Executive Management Team.

## **POLICY**

The AARE Executive Committee is responsible for the management of the organisation.

Under the South Australian Incorporated Associations Act (the Act) and the AARE Constitution, the Executive Committee can delegate any of its functions except:

- (a) the power of delegation and
- (b) any functions reserved to the Board under the Act.

The Executive Committee may delegate its functions to:

- A member or members of the Executive Committee;
- A sub-committee of the Executive Committee; and
- Executive Management Team.

However, the Executive Committee may not delegate its power:

- to adopt the organisation's strategic plan; or
- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

The Executive Management Team:

- (a) are charged with the duty of promoting the interests and furthering the development of AARE; and
- (b) are responsible for the administrative, financial, and other business of AARE; and
- (c) exercise a general supervision over the staff and volunteers of AARE
- (d) may seek the approval of the Executive Committee to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

AARE is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Executive Committee members, officers, managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for AARE or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the business of AARE.

## **AUTHORISATION**



29 April 2022

Professor Michele Simons, Treasurer

Australian Association for Research in Education

## DELEGATIONS PROCEDURES

<b>Procedure number</b>	1.0	<b>Version</b>	1.0
<b>Drafted by</b>	AARE Executive Office Manager	<b>Approved by Executive Management Team on</b>	April 2022
<b>Responsible person</b>	Treasurer	<b>Scheduled review date</b>	April 2023

### RESPONSIBILITIES

The Secretary must maintain records of any delegations to members of the Executive Committee and of the terms of reference of any sub-committees of the Executive Committee.

The Executive Management Team must prepare delegation schedules within the framework of the Delegations Policy for approval by the Executive Committee.

### PROCESSES

The overarching delegations policy applies to the Australian Association for Research in Education (AARE) as a whole, and units within the organisation must align their delegations policies with the central policy.

Delegations are to be exercised within the framework of the Act, regulations, rules, policies, and any external legislative requirements.

Any delegation may be made subject to any conditions and limitations as the Executive Committee shall approve.

#### Delegations to members of the Executive Committee

Delegations to members of the Executive Committee shall be made by resolution of the Executive Committee and recorded in the minutes of the Executive Committee.

#### Delegations to sub-committees of the Board

Delegations to sub-committees of the Executive Committee shall be made by resolution of the Executive Committee and recorded in the terms of reference of the sub-committee.

#### Delegations to the Executive Management Team

Delegations to the Executive Management Team and members of the staff of AARE shall be made by resolution of the Executive Committee and recorded in the Delegation Schedules approved by the Executive Committee.

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**Procedures** may be altered by the Executive Management Team.

- Delegations are attached to the position occupied, not to the occupant of the position. The responsibilities of a position appear in statements of duty, roles and responsibilities appropriate to the position.
- Delegations reflect the organisational structure of AARE. Levels of authority are hierarchical through relevant lines of responsibility up to and including the Executive Management Team. This means that formal authorities held by any delegate are included in those held by that delegate's supervisor or line manager. A delegate who sub-delegates authority remains responsible and accountable for the decision or action.
- The Executive Management Team may at any time vary or terminate any delegation, subject to confirmation by the Executive Committee at its next meeting.
- A delegation cannot be exercised where the officer holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged with the Executive Management Team.
- Permanent changes to delegations, either permissive or restrictive, require a written authority from the Executive Management Team. Any major variation to the standard delegations must be approved by the Executive Management Team.
- Sub-delegation on a temporary basis is appropriate in circumstances where the officer normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.
- This policy applies only to formal delegations. All delegations of an informal nature where no commitment or liability is incurred on behalf of AARE, are carried out in the normal business of the organisation without the requirement for a written authority.
- Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Executive Management Team.
- A financial delegation can be exercised only within the approved line item budget.
- A staffing delegation cannot be exercised in regard to staff for whom the delegate does not hold line management responsibility.
- Special care must be taken to retain currency of the Delegations Schedules when delegated authorities are redistributed, a position is reclassified, or a business unit is restructured in ways that affect position profiles.
- The Executive Committee will, on advice from the Executive Management Team, approve the Delegations Schedule on an annual basis.

#### AUTHORISATION



29 April 2022

Professor Allyson Holbrook, President

Australian Association for Research in Education

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**Procedures** may be altered by the Executive Management Team.

## APPENDIX A

### DELEGATIONS SCHEDULE

Activity	Delegation	Conditions
Sign documents and contracts on behalf of AARE (clause 6.1dii)	<ul style="list-style-type: none"> <li>Treasurer</li> <li>President</li> </ul>	Up to \$2,000
Approve payment of budgeted operating expenses (clause 6.1dii)	<ul style="list-style-type: none"> <li>Treasurer</li> <li>Secretary</li> <li>President</li> </ul>	Up to budget limit (plus 5% subject to reporting to Executive Committee)
Staff or volunteer reimbursement	Executive Office Manager	Up to \$200 (within budget)
Make business decisions necessary for the day-to-day administration of the Association between meetings of the Executive (clause 6.1d)	Executive Management Team	
Make decisions on nominations and applications for various awards and grants of the Association (clause 6.1d)	Executive Management Team	
<b>Annual Conference</b>		
Approve payment of budgeted operating expenses (clause 6.1dii)	Chair, Conferences Standing Committee (Supported by Treasurer)	Up to budget limit (plus 5% subject to reporting to Executive Committee)
Make business decisions necessary for the efficient administration of the annual conference between meetings of the Executive	Chair, Conferences Standing Committee (Supported by Treasurer and Executive Office Manager)	

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