

Delegation of Authority Policy of BSWI

**BARADRONE SOCIAL WELFARE
INSTITUTION (BSWI)**

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1. Introduction

The Board of Management is responsible for the control and management of BSWI.

The Board proposes to focus on governance and to delegate to management the authority necessary for operational management.

The Board retains to itself the authority to:

- Enter into strategic commitments and policies, and
- Commence or conclude litigation, other than that associated with the Constitution of the BSWI.

This document of BSWI sets out the general principles governing the delegation of the Board's powers and authority and a schedule of delegation to management.

2. General Principles

2.1 Delegations are to positions not to individual persons.

2.2 Acting appointees may exercise the same powers as the permanent appointee to a position.

2.3 Delegates would not further delegate their powers except where specifically authorised so to do.

2.4 Delegates would not authorise expenditure, nor authorise the issue of Purchase Orders on their own behalf.

2.5 Authorisations for expenditure must be signed by the appropriate delegates.

2.6 No person is authorised to sign on behalf of another in authorising expenditure.

2.7 The level of expenditure, quality or quantity of goods/services may not be varied from that which was approved, without the endorsement of the original authorising delegate evidenced in writing.

2.8 Expenditure may not be authorised unless funds are available under the control of the authorising officer.

2.9 The Schedule of Delegation should be reviewed at least annually by Board.

2.10 In the event the Executive Officer is not available for an extended period, an alternative member of staff is to be authorised by the Board or the Executive Officer to exercise the same powers conferred to the Executive Officer.

3. Definitions

3.1 Chairman of the Board (COB)

3.2 Board (Board)

3.3 Executive Officer (EO)

3.4 Accountant (Acc)

4. Schedule

Item	Subject	Instruction	Officer	Comments
4.1	Appointment and retention of staff	<p>Creation of a new permanent position.</p> <p>With respect to an approved permanent position, approve the appointment, terms & conditions of employment, discharge and remuneration of staff.</p> <p>Approval of temporary employment up to Rs. 5000 or six (6) weeks, whichever is the lesser.</p> <p>Approval of temporary employment over Rs. 5000 or six (6) weeks, whichever is the lesser.</p>	<p>Board</p> <p>EO</p> <p>EO</p> <p>Board</p>	<p>Negotiation of salary for new appointments, resulting from performance reviews & for acting positions must be in accordance with relevant Board policies. Board to be advised. Board to be advised.</p>
4.2	Leave/Travel approval	<p>Approve leave of absence of the EO.</p> <p>Approve leave of absence of staff.</p> <p>Approve domestic travel not related to a revenue generating activity up to Rs. 2,000.</p> <p>Approve domestic travel not related to a revenue generating activity over Rs. 2,000.</p> <p>Approve overseas travel not related to a revenue generating activity.</p>	<p>COB</p> <p>EO</p> <p>EO</p> <p>COB</p> <p>COB</p>	<p>Board to be advised.</p>

Item	Subject	Instruction	Officer	Comments
4.3	Approval of project variations & progress payments	Project variations up to Rs.2500 Projects variations over Rs. 2500 Authorise progress payments	EO Board EO	Subject to funds being available. Subject to funds being available. Subject to funds being available & within project parameters.
4.4	Consumable goods, equipment & services	Value up to Rs. 2000 Value up to Rs. 10000 Value over Rs.10,000	EO COB Board	Subject to funds being available. " "
4.5	Write-offs/debt recovery/disposal of property	Write-offs up to Rs.5,000 Write-offs up to Rs.10,000 Write-offs over Rs.10,000 Approve the recovery of debts by instalment Authorise the recovery of debts by court action Make declaration of indebtedness on behalf of BSWI in cases of insolvency of a debtor Disposal of property	Acc EO Board Acc EO EO EO	Board to be advised of amounts & reasons of write-offs.
4.6	Operational policy approval	Approve policies & administrative orders that effect the overall management of BSWI	EO	Policies must be consistent with Board decisions & relevant statutes.
4.7	Public Relations	Authorise routine public/media statements on behalf of BSWI Respond publicly to significant issues on behalf of BSWI	EO COB/EO	

Item	Subject	Instruction	Officer	Comments
4.8	Special Functions & Entertainment	Up to Rs.25000	EO	
		Up to Rs. 50000	COB	
		Over Rs.50000	Board	
4.9	Reimbursement of expenses	Expenses incurred by member of staff, Board member or committee member engaged in an authorised activity.	EO	
		Unplanned expenses up to Rs. 5000/- incurred by member of staff, Board member or committee member.	EO	
		Unplanned expenses over Rs. 5000 incurred by member of staff, Board member or committee member.	COB	
4.10	Staff development	Approve expenditure on staff development up to Rs.10000 per instance.	EO	
		Approve expenditure on staff development up to Rs. 20000 per instance.	COB	
		Approve expenditure on staff development over Rs. 20000 per instance.	Board	