

**Governance**  
**HACC Standards 3**  
**Review Date June 2011**

**Policy Number: G4**  
**Number of pages: 2**  
**Attachments: 1**

## **POLICY REGISTER**

**Subject: Delegations from the Board**

### **Primary Responsibility:**

Board, Executive Officer and Operations Manager

### **Policy**

WSCF is a Governance Board with a Management Team overseeing the day to day operations. WSCF recognises that for efficient and effective management of the organisation clear delegations from the Board to staff of specific duties and responsibilities is required.

### **Procedure**

1. Nothing contained in this Policy alters the overall legal responsibilities of the Board of WSCF.
2. The day-to-day management of WSCF is delegated to the Executive Officer and the Operations Manager as designated in their job roles, annually endorsed.
3. The overall financial management of the service is delegated to the Executive Officer including the development of budgets.
4. The management and supervision of staff is delegated to the Operations Manager
5. The management of internal complaints is, in the first instance, delegated to the Operations Manager in accordance with the Complaints Policy. The management of any complaints about other service providers is the responsibility of the Executive Officer.
6. Media liaison is delegated to the Executive Officer.
7. Authorities as outlined in Terms of Reference are delegated to Advisory Committees.

8. The implementation of the Board policies and directions is delegated to the Executive Officer.
9. The WSCF Decision Matrix contains ongoing delegations made by the Board. Additional delegations from the Board may be made from time to time.
10. Organisational policies that have been endorsed by the Board which detail delegations not specifically contained in this Policy or the Decision Matrix will be taken as endorsed delegations.
11. Job Descriptions and Policies will reflect the delegations contained in the Decision Matrix.
12. The Decision Matrix and any other delegation made by the Board will be reviewed at least every two years.

### **Adopted by Board on:**

#### ***CROSS REFERENCE***

- WSCF Constitution
- O2 Statement of Purpose
- G1 Roles and Responsibilities of Board Members
- G3 Accountability to Board
- Decision Matrix 2009