
Approval Date:	June 2020	Approval Authority:	LUSA Executive
Review Date:	June 2022	Contact Officer:	LUSA President

Purpose

1. Clause 6(c) of the LUSA Constitution authorises the delegation of powers and allows the Executive or other persons to delegate any of the powers delegated to the Executive to other persons. This policy seeks to clarify the roles and responsibilities of the Executive and employees in this clause, and to facilitate high standards of governance within LUSA.

Outcomes

2. Staff members understand the delegations allowed for within their role.
3. Delegations are exercised appropriately.

Policy

4. All delegations of authority to staff member delegates must be delegated through the President and Vice-President.
5. Delegations are conferred to a position holder (or an official group), and authority delegated to persons is derived through the position they hold and not as a result of who they are. A person no longer holding a position with a delegated authority will immediately and automatically no longer have the authority delegated to that position.
6. Unless expressly prohibited, delegates may delegate their delegated authority for a specified period, with the clear understanding that the authority so delegated does not relieve that delegate of their responsibility or accountability. All such delegations need to be in writing or recorded via email, must specify the authority being delegated (i.e. financial or HR), and needs to be acknowledged by the delegate in writing or via email.
7. Delegations to groups (e.g. Clubs) must be in writing signed by the President and acknowledged in writing either by a formal meeting minute of the group, or in writing signed by the group convener or chairperson.
8. Delegations and the operating principles are set out in the Financial Delegations Procedure.
9. This policy prevails over delegations of authority in any other LUSA policies and procedures. New Zealand legislation and regulations also apply, including the Education Act 1989 and Public Finance Act 1989.

Review

10. The policy should be reviewed biennially.