Management delegation



***"There is strong leadership in the organisation."***

Intent

The board delegates responsibility for managing the operations of the organisation to the manager. This includes the responsibilities listed below.

The scope and terms of this delegation will be periodically reviewed to ensure it is fit for purpose.

Definition

Refer to [Kuputaka](https://docs.thepolicyplace.co.nz/view-policy?core_policy_id=89) for definition of "manager". It refers to positions such as the Executive Director,  General Manager, Director and Chief Executive.

Delegation

Management's responsibilities and powers include, but are not limited to the following:

**Power to further delegate**

The manager may delegate responsibilities to kaimahi for operational purposes.

**Human resource management**

The manager is responsible for staff and volunteer management and is authorised to:

* recruit, appoint, suspend and terminate kaimahi in accordance with organisational policies and law
* administer and maintain a fair internal grievance process
* sign employment agreements with kaimahi including collective agreements
* institute systems and processes to protect personal information held at the organisation about staff, volunteers and others in accordance with law and our organisational policies
* accept resignations by kaimahi
* carry out performance management and appraisal processes
* ensure that complaints against kaimahi are investigated fairly in accordance with our[complaints](https://docs.thepolicyplace.co.nz/view-policy?core_policy_id=77) and [grievances](https://docs.thepolicyplace.co.nz/view-policy?core_policy_id=55) processes and applicable employment agreement provisions
* act as the Health and Safety officer for the organisation.

**Financial management**

The manager must protect the financial viability of the organisation at all times and is authorised to:

* sign agreements and other documents which require the signature of a manager or chief executive
* ensure the effective operation of payroll
* authorise financial transactions for budgeted expenditure in addition to other delegates appointed by the board
* prepare the budget and submit it for the board's approval and adoption
* spend within budget and the strategic goals of the organisation
* decide how operating capital should be invested and held.

**Assets & property management**

Assets must be protected, adequately maintained and not put at unnecessary risk. The manager is authorised to:

* arrange and purchase adequate insurance
* take reasonable steps to protect intellectual property and information held by the organisation and prevent unauthorised access, use and duplication of information
* replace and buy assets as necessary up to a value pre-approved by the board.

**Communications**

The manager is delegated responsibility for ensuring external communications are handled professionally and in the interests of rangatahi and the organisation.

The manager is authorised to approve official correspondence and communications relating to operations and to refer governance-related matters to the board.

**Keep the board informed**

The manager will ensure the board is informed about issues and concerns relevant to its duty of care and accountabilities to stakeholders. They will not:

* neglect to provide support and information in a timely, accurate and understandable fashion
* neglect to provide financial reports addressing:
	+ significant trends
	+ data relevant to agreed benchmarks and measures
* fail to provide the board with financial data (as agreed with the board)
* fail to inform the board of significant external environmental trends, adverse media publicity,
* fail to inform the board when for any reason there is actual or anticipated non-compliance with a policy
* neglect to inform the board of any serious legal conflict or dispute or potential serious legal conflict or dispute that has arisen or might arise in matters affecting Tūtaki Youth Inc
* fail to ensure that the board is provided with a wide range of views and perspectives necessary to effective decision-making
* fail to deal with the board as a whole except when responding to individual requests for information or requests from board committees or working parties.

Review of delegation

The scope and terms of this delegation will be periodically reviewed to ensure it is fit for purpose.

Performance of delegated responsibilities will be reviewed and assessed through an annual appraisal process.

Compliance

Social Sector Accreditation Standards- Level 2, Governance and Management structure and systems 2.0, 5.0

NZS 8134: 2021 Workforce and structure, Governance 2.1.3.

Helpful links

[Board Responsibilities](https://docs.thepolicyplace.co.nz/view-policy?core_policy_id=214)

[Board roles](https://docs.thepolicyplace.co.nz/view-policy?core_policy_id=88)

Review

Date: January 2022

Next review: by December 2023