

# ***Delegated Authorities Policy***

Category Operational

Version 4

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## **1. Purpose**

- 1.1. The purpose of this policy is to set the authority levels and responsibilities of the Student Executive and the Chief Executive Officer (CEO) of the Otago University Students' Association (OUSA).
- 1.2. This policy does not cover all responsibilities of the named parties, it is only intended to show areas of delegated authorities on behalf of OUSA. Full responsibilities of individual roles can be found on individual job and position descriptions.
- 1.3. Responsibility for achieving the direction and objectives of OUSA, through leadership and management of OUSA affairs and activities, are delegated to the CEO.
- 1.4. The overall oversight of the Association is the responsibility of the Executive and ultimate responsibility shall lie with the Executive in relation to any duty not included in this policy or any other OUSA policy.

## **2. Strategic Planning**

- 2.1. To ensure the OUSA is moving forward in a purposeful and managed fashion, it is essential that the OUSA has an up-to-date and relevant strategic plan; the plan should reflect the goals and objectives of OUSA as determined by the Executive and the Student Body.
- 2.2. The Executive with consultation from the CEO has responsibility for ensuring that a strategic plan is in place.
- 2.3. The CEO has the responsibility for ensuring the strategic plan operationally completed.
- 2.4. The Strategic plan shall be updated every three (3) to five (5) years and reviewed annually.

## **3. Financial Management**

- 3.1. The CEO is responsible for the following:
  - 3.1.1. Implementing controls, systems and processes to manage and protect the resources of OUSA and meeting the external and internal reporting needs of OUSA;
  - 3.1.2. Obtaining appropriate professional investment advice to ensure OUSA invests in a responsible manner;
  - 3.1.3. Consulting with the Finance and Expenditure Committee (FESC) when considering investment options; and;
  - 3.1.4. Ensuring funds are set aside to meet future objectives and commitments.

## **4. Budget**

- 4.1. The preparation of the Association budget is completed annually by the CEO in conjunction with the other members of FESC.
- 4.2. Preparation, monitoring and reporting of the annual Executive budgets is the responsibility of the Finance and Strategy Officer in consultation with the rest of the Executive.
- 4.3. Preparation, monitoring and reporting of all other OUSA budgets is the responsibility of the CEO.
- 4.4. The CEO is responsible for the submission of the annual Service Level Agreement budget to the University.

## **5. Human Resources**

- 5.1. The CEO shall be employed by, and report to the Executive, with immediate supervision delegated to the President:

- 5.1.1. The President shall be responsible for setting annual Key Performance Indicators (KPI's) in consultation with the CEO; and;
- 5.1.2. The President shall be responsible for the CEO's annual performance review based on the CEO's KPIs and job description; and;
- 5.1.3. The President shall be responsible for making any recommendations to the Executive for any bonus payments and annual salary increases, adhering to conditions in the CEO's employment agreement:
  - 5.1.3.1. Approval for any bonuses and/or salary increases requires Executive approval.
- 5.2. The CEO has full delegated authority for all other employment matters and shall therefore employ all other OUSA employees, including recruitment, development and performance of all employees:
  - 5.2.1. The CEO is responsible for industrial negotiations with the Tertiary Education Union (TEU) for the OUSA/TEU Collective Employment Agreement;
  - 5.2.2. The CEO is responsible for authorising payroll, including all overtime (advanced approval required) and any leave taken in advance; and;
  - 5.2.3. The CEO is responsible for ensuring that OUSA is an equal opportunities employer.

## **6. Signing Authorities**

- 6.1. All payments made by OUSA require signing and online approval by an authorised Executive member and an authorised Staff member.
- 6.2. Authorised Executive members include the following:
  - 6.2.1. Finance and Strategy Officer;
  - 6.2.2. President; and;
  - 6.2.3. Administrative Vice-President.
- 6.3. Authorised staff members include the following:
  - 6.3.1. CEO; and;
  - 6.3.2. Association Secretary.
- 6.4. All reimbursements require the approval of the CEO, this must be obtained before expenditure is committed.
- 6.5. All credit card statements require CEO review.
- 6.6. Executive Delegated Authorities:
  - 6.6.1. All deeds (including leases and property purchases) and applications to open bank accounts or new investments require Executive approval and the affixing of the Common Seal;
  - 6.6.2. Any payments in excess of the CEO's delegated authority require co-signing by an authorised Executive member.
- 6.7. The authorised Executive members have delegated authority to commit to expenditure up to a value of \$2,500 from the Executive budgets within approved budget limits.
- 6.8. Full Executive approval is needed for capital expenditure in excess of \$10,000 on the recommendation of FEC.
- 6.9. Full Executive approval is needed for contracts that span more than one budgetary cycle, on the recommendation of FEC.
- 6.10. CEO Delegated Authorities:
  - 6.10.1. Expenditure to the value of \$100,000 within budgetary limits;
  - 6.10.2. Capital expenditure to a value of \$10,000 for individual items;
  - 6.10.3. Signing of contracts, within budget limits and that expire within budgetary period;
  - 6.10.4. Approval of new staff credit cards;
  - 6.10.5. Approval for access to accounting software and operating authority for Inland Revenue including online; and;
  - 6.10.6. Approval of delegated authority for expenditure for individual staff members to a maximum of \$10,000 to be recorded on schedule of delegated authority.