

## Nelson Netball Centre DELEGATIONS & AUTHORITIES

	MEMBERS / Clubs	NNC BOARD	GM	Notes
<b>Constitutional</b>				As per Constituion, needs reviewing as unusual
Appoint elected board members AGM	Authority	No Role	Assist in Process	
Voting Rights	Authority	Authority	No Authority	
Member resolution matters	Authority	Recommend only	No Authority	
Appointment of Patron / President	No Authority	Authority	No Authority	
Appointment of Chair	No Authority	Authority	No Authority	
Appointment of Deputy Chair	No Authority	Authority	No Authority	
Constitutional Amendments	Authority	Recommend only	No Authority	
Appointment of Life Members	No Authority	Authority	No Authority	
Appoint Auditor	No Authority	Authority	No Authority	
Manage Audit Process	No Role	Authority	Assist in Process	
<b>Governance</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>	
Appoint the appointments Panel for Directors selection	No Authority	Authority / run process	No Authority	
Appoint Independent Directors (x3)	No Authority	Appts Panel/Chair/Board	No Authority	
Appoint Chair	No Authority	Authority	No Authority	
Delegations & Authorities	No Authority	Approve	Implement	
Strategic Plan	Consult	Approve	Recommend	
Board Policies	No Authority	Approve	Implement	
Health and Safety Policy	No Authority	Approve	Implement	

Interests Register	No Authority	Authority	Authority
Agenda Preparation	No Authority	Chair	Recommend
Board Paper Preparation/Distribution	No Authority	Authority	Authority
Prepare Board Minutes	No Authority	Authority	Authority
Approve Board Minutes	No Authority	Authority	No Authority
Annual Report to Members	No Authority	Approve	Prepare
Approve & Sign Annual Financial Statement	No Authority	Approve	Prepare / Sign
Appoint Sub Committee Members	No Authority	Authority	No Authority
Sub Committee Terms of Reference	No Authority	Authority	No Authority

<b>Planning &amp; Budgeting</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Annual Business Plan	No Authority	Approve	Prepare/Implement
Prepare Annual Budget & Reforecasts	No Authority	Approve	Prepare/Implement

<b>Employees</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Recruitment	No Authority	GM Only	Within Budget/Reforecast
Termination	No Authority	GM Only	Within Budget/Reforecast
Individual Remuneration, Bonus	No Authority	GM Only	Within Budget/Reforecast
Total Remuneration Expenditure	No Authority	Authority	Within Budget/Reforecast
Number of employees	No Authority	Authority	Within Budget/Reforecast

<b>Sponsorship</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Annual Contract term over 3 years	No Authority	Authority	Up to 3 yrs
Contract value over \$3k	No Authority	Authority	Up to \$3k
Contra Sponsorship	No Authority	Authority	Up to \$3k

<b>Brands</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Approval of Brand Standard	No Authority	Authority	Recommend
Modifications of existing brands	No Authority	Authority	Recommend
Introduction of new brands/logos	No Authority	Authority	Recommend

<b>Capital Expenditure</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Purchase of Fixed Assets	No Authority	Authority	Within Budget
Unbudgeted Fixed Asset Purchases	No Authority	Authority	Recommend
Disposal [selling] of Fixed Assets	No Authority	Authority	Recommend

<b>Suppliers</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Annual Contract Value	No Authority	Authority	\$20K pa
Contra	No Authority	Authority	Recommend

<b>Insurance</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Policies approval/amendments	No Authority	Authority	Recommend / Implement
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<b>Debtors</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Bad Debt Provisions	No Authority	Authority	Recommend
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Bad Debt Write Off	No Authority	Authority	Recommend
Debtor Collection	No Authority	No Authority	Authority
Issue of Credit Refunds	No Authority	Authority / second approve	Recommend / Implement

<b>Treasury</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Opening a bank account	No Authority	Authority	Recommend
Approve bank signatories	No Authority	Authority	Recommend
Closing a bank account	No Authority	Authority	Recommend
Electronic funds payments, transfers	No Authority	Authority	Authority between a/cs
Monitor Cashflow	No Authority	No Authority	Authority
Debit Cards	No Authority	Review	Authority

<b>Legal</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Seek Legal Opinion	No Authority	Authority	Recommend
Issue Legal Proceedings	No Authority	Authority	Recommend
Settlements	No Authority	Authority	Recommend

<b>IRD</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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PAYE, FBT, GST Filings	No Authority	Review	Authority
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<b>Communications</b>	<b>MEMBERS</b>	<b>BOARD</b>	<b>GM</b>
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Internal	No Authority	Authority	Authority
External - Media	No Authority	Chair Only	Operational Only

Social Media	No Authority	No Authority	Authority
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Other Revenues & Expenses	MEMBERS	BOARD	GM
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Expenditure Outside Budget/Reforecast	No Authority	Authority	Nil
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Expense Reimbursements	No Authority	Chair/A&R	Direct Reports
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Gifts - includes related parties	No Authority	Authority	Up to \$200
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**GIFTS to related parties of employees - Board Approval Required**

**GM is responsible for the appropriate use of Board delegations**

**GM may chose to delegate to others but remains responsible & accountable for any delegations**

**Sub Committees have no delegations, they make recommendations to the board only**