

Delegation of Authority Policy

POLICY	
Last amended	
Executive Committee Endorsement	September 2015
Proposed Review Date	September 2017
Related Documents	ARMS Constitution, Bylaws, Conflict of Interest Policy

PURPOSE

The purpose of this Policy is to establish the principles, requirements and processes for the delegation of authority to enter into Agreements on behalf of the Australasian Research Management Society (ARMS). This Policy set out the limits within which only authorised officers may enter into Agreements on behalf of ARMS (refer to Appendix A).

The ARMS Executive may authorise officers of the Society to exercise the power to enter into Agreements on behalf of ARMS. These authorisations may be limited by context, time or dollar amount.

PRINCIPLES

Where permitted within the terms of the authorisation, an authorised officer may further delegate the power to enter into an Agreement through written sub-authorisations. A sub-authorisation will, in all respects, be limited to the scope of the original authorisation.

Copies of all authorisations and sub-authorisations must be provided to the Chief Operating Officer.

An officer holding an authorisation or sub-authorisation will at all times be subject to the general direction and authority of the ARMS Executive and will be required to act within the policies and the strategic directions set by the ARMS Executive.

An officer holding an authorisation or sub-authorisation will at all times be accountable to the relevant authorising officer in exercising that authority.

TERMS AND AUTHORITY AND OBLIGATIONS OF AUTHORISED OFFICERS

When signing Agreements, authorised officers are required to act within the terms of their authority (as described in Appendix A).

All Agreements are entered into on behalf of the Society. When considering any undertaking, authorised officers must therefore have regard to the effect of the commitment on the Society as a corporate entity.

Authorised officers must bring to the attention of the ARMS Chief Operating Officer, any Agreement which:

- Involves significant commitments of money and/or other resources, such as time and expertise, equipment and facilities; or
- Is capable of affecting the business of the Society in a significant way; or
- Regardless of its value, is of social, legal or political significance or sensitivity, for example:
 - Agreements with a high risk factor;
 - Agreements that could bring the activities of the Society under public scrutiny;
 - Agreements which could affect the reputation of the Society;
 - Agreements which might involve any matter liable to cause public controversy.

Before executing any Agreement, authorised officers must be satisfied that:

- The Society is able to meet its obligations under the terms of the agreement, and it is likely that the other party or parties can meet their obligations;
- The Agreement complies with any legislative requirements;
- The Agreement conforms with the ARMS Constitution and Bylaws;
- The appropriate level of approval has been obtained;
- Any necessary legal advice has been sought, where required; and
- Any requisite consultation with other operational areas of the Society has occurred.

Authorised officers must be aware of the financial and other benefits, detriments or risks which are expected to flow or attach to the Society as a result of the Agreement, and should ensure that any identifiable risks are properly addressed in the Agreement, including intellectual property, physical damage or injury indemnities.

Authorised officers must not sign any Agreement if, by doing so, that officer would be placed in a conflict of interest (or would appear to be placed in a conflict of interest) without the prior written approval of ARMS Executive given after disclosure of all the material facts or circumstances (refer to Conflict of Interest Policy).

Any officer holding an authorisation may still exercise a power to enter into Agreement which has been the subject of sub-authorisation to another officer.

Any officer holding an authorisation or sub-authorisation is responsible for ensuring that any authority delegated by them to another officer is properly exercised.

EXECUTION AND RECORD KEEPING PROCEDURES

The business owner of the Agreement will ensure that the hard copy original of any Agreement or where it is unavailable, a true copy, is referred to ARMS Executive Office for retention.

Drafts of the Agreement document that record any changes requested or negotiated, as well as partially executed Agreements and the original fully executed Agreement, or where it is unavailable, a true copy, and all supporting documents, must be retained by the ARMS Executive Office.

If the Agreement needs to be referred to another party or parties for counter-signature, it is the responsibility of the business owner of the Agreement to ensure that following despatch of the Agreement to the other party/ies, the Agreement is tracked and a fully executed original or true copy returned to the ARMS Executive Office.

The ARMS Executive Office will maintain a record of all authorisations and sub-authorisations to enter Agreements in the Framework of Delegations of Authority to enter Agreements ([Appendix A](#)).

APPENDIX A: FRAMEWORK OF DELEGATIONS OF AUTHORITY TO ENTER INTO AGREEMENTS

Note: all delegations and authorisations are subject to the applicable limitations as detailed below:

Officer	Extent of Delegation	Dollar Limit Applying to Delegation	Date approved
ARMS President (or delegate)	All Agreements	No limit – Approval must be sought by full Executive in first instance.	29 September 2015
Chief Operating Officer (or delegate)	All Agreements	Up to AUD\$10,000 or a higher value provided approval from Executive is granted.	29 September 2015
ARMS Treasurer (or delegate)	All Agreements	Up to AUD\$10,000 or a higher value provided approval from Executive is granted.	29 September 2015
Chapter Convenors /Chapter Committee Treasurers.	All Agreements relating to Chapter specific activities	Up to AUD\$4,000.	29 September 2015

Version Control

Version	Date of Approval	Date for review	Circulation	Document owner
Final	19 June 2015	19 June 2016	All Members	Executive Office