



Name:	Delegations of Authority
Approver:	Executive Committee
Date of Approval:	December 2021
Owner:	Finance and Risk Committee
Next Review Date:	December 2024
Application:	Universal

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Objectives

The objectives of this policy are:

- to identify the delegations (financial and non-financial) made by the LBYC Executive Committee to the person holding the position of Commodore and the person holding the position of Treasurer (including any person acting temporarily in either role).
- to clarify expectations for financial management of club funds.

Note: All delegations are subject to Executive Committee resolutions, strategy, and budgets.

Reviews of this Policy

This policy will be reviewed at least every three years or earlier at the discretion of the Executive Committee.

Context

Lowry Bay Yacht Club (LBYC) is a boating club with premises on Port Road Seaview. It employs few staff, with volunteers making up the Executive Committee which has responsibility for the governance of the club. It is important that delegations of authority are clearly stated for the safety of individuals exercising their responsibilities. It makes accountabilities clear.



Financial

Signatories for the LBYC bank account are according to the LBYC General Rules.

The Commodore has:

- control of the Club Credit card with a monthly expenditure limit of \$500. Use is in conjunction with the Vice Commodore

The Treasurer is authorised to manage transactions such as:

- expenditure in keeping with LBYC constitution
- paying regular invoices
- carrying out financial transactions as resolved and directed by the Executive Committee
- managing club investments in a recognised bank with a view to maximising returns.

This authorisation must be exercised:

- within the budgetary limits of the organisation and those applying to the delegate
- to conform with LBYC General Rules, and Executive Committee resolutions, policy, and or strategy.

This delegation remains in place until varied or revoked by the Executive Committee.

Note: The Treasurer is not responsible for applying for grants. The Executive Committee determines the detail of any such application and nominates a person to act on its behalf.

The Vice Commodore, Rear Commodore House and Rear Cruising Captain have the delegated authority to commit or incur expenditure consistent with their allocated budgets.

- Budgets are set annually by the Executive Committee.
- Should an Office holder wish additional funds, they must make a formal application to the Executive Committee for approval.

Non-Financial

The Commodore or their nominated representative is delegated to:

- act on behalf of, and represent LBYC in the public arena including with the Seaview Marina Board, Hutt City Council and the media
- appoint contractors in accordance with the Procedures set by the Executive Committee

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- appoint and dismiss employees in accordance with Employment Relations Law
- proceed with Grievance and Complaints procedures as necessary (the Executive Committee should be notified of any incidents that could be damaging to the Club's reputation).

Responsible persons

The Finance and Risk Committee has responsibility for ensuring that this policy is implemented, maintained and reissued as required. The Executive Committee will support the Finance and Risk Committee in the exercise of this, through reporting and discussion as part of Executive meetings.

Version History

Version	Date released	Version	Author
Initial Draft	December 2021	P003 v0.1	B Mavor
Revision 1	February 2022	P003 v0.2	P Orchard