

Board Delegations Policy

Effective Date: June 2025

1. Purpose

This policy defines the delegations of authority from the Board to the CEO and staff of Philanthropy Australia (PA), ensuring effective and ongoing operations.

Key Principles:

- Act in the best interests of PA.
- Avoid personal interests and conflicts.
- Full and open disclosure.
- Consult Board Chair or FARCC Chair for undefined decisions.

2. Scope

Applies to all Board members, staff, and volunteers. Delegations cannot be re-delegated. In case of absence, authority moves up the line to the immediate manager. Staff must comply with this and related policies.

3. Policy

3.1 Employee Appointment, Conditions and Remuneration

Delegation	Person
Approval of new positions (within budget)	CEO
Hiring decision	CEO (on advice from Line Manager & Director, People & Culture)
Approval of contracts for employees/contractors	CEO (on advice from Executive Director Business Services (EDBS) or Director, People & Culture)
Remuneration changes	CEO
Termination of employment	CEO (with advice from EDBS or Director, People & Culture)

3.2 Expenditure

Delegation	Person
Authority to commit expenditure (within budget)	Budget Manager – up to \$20K EDBS – up to \$50K CEO – up to \$200K (co-signed)
Authorisation of funds expenditure (within budget)	CEO or EDBS – up to \$200K Board – over \$200K
Conference expenditure commitment	EDBS – up to \$50K CEO – up to \$200K Board – over \$200K
Authorisation of funds (outside budget)	CEO – up to \$10K net impact Board – over \$10K
Authorisation of Salaries / PAYG / BAS	CEO and EDBS/Director Finance & Operations
Transfers between PA accounts	CEO and EDBS/Director Finance & Operations
Credit Cards issuance and use	CEO/EDBS/ Director Finance & Operations – Authorised to issue CEO (\$7,000), Staff (\$1,500 to \$3,000)
Term Deposit approvals and rollovers	CEO and EDBS/ Director Finance & Operations

3.3 Assets (IT, CRM, Office)

Delegation	Person
Acquiring assets	CEO and EDBS/Director Finance & Operations (in line with Asset Policy)
Disposal of assets	CEO or EDBS (up to \$5,000 written down value)
Intellectual Property (IP) Management	CEO or EDBS

3.4 Contractual Authority

Delegation	Person
Contracts (Expenditure)	CEO – up to \$200K EDBS – up to \$50K Budget Manager – up to \$5K
Contracts (Income)	CEO – unlimited if aligned with strategy EDBS – up to \$25K
Signatory for Company contracts	CEO & Company Secretary

3.5 Partnerships and Fundraising

CEO may approve Agreements involving PA's resources if aligned with the approved strategy. Issues are escalated to Co-Chairs or Board if required.

3.6 Chapter Groups

Delegation	Person
Approval of new Chapter Groups	Board (after legal review)
Ratification of donations	FARCC
Grant approvals	CEO (up to \$150K) CEO + 1 Board member (> \$150K)
Chapter Group costs	Committee Chair approval

3.7 Payment Authorisation (EFT)

- Two authorised signatories are required. (2 Primary signatories OR 1 Primary and 1 Secondary signatory.)
- Primary signatories: CEO and EDBS.
- Secondary signatories require FARCC-approved delegation.
- Secure coded device use is mandatory.

3.8 Budget Reallocations

- CEO or EDBS/Director Finance & Operations may reallocate across business units within the overall approved budget.
- Budget Managers/Directors can reallocate within their own business units without significant impact.
- CEO may approve changes without exceeding 10% variation or impacting sustainability.

3.9 Risk Management & Compliance

Delegation	Person
Risk Management System	CEO and EDBS (with Board approval and FARCC oversight)
Government reporting (ASIC, ACNC, ATO)	Company Secretary
Regulatory responses	CEO or EDBS (legal advice required)
Insurance renewals	EDBS
External legal counsel engagement	CEO up to \$25K; EDBS up to \$5K; New counsel: CEO & Board Chair

3.10 Delegations During Absence

Delegations cannot be passed downwards. They can only be moved up to the CEO or Board.

The CEO may delegate authority to the EDBS during absences if necessary.

4. Responsibility

All personnel must understand and comply with this Delegations Policy.

5. Reporting and Controls

Ongoing compliance and reporting are necessary to ensure adherence.

6. Review

The Board will review this policy annually, based on FARCC recommendations.

Policy Owner:	Company Secretary
Approved by:	Board
Next Review:	May 2026
Version History:	April 2016; November 2017; June 2018; August 2019; December 2020; May 2021; March 2022; June 2025