



Citizens' Association "NEŠTO VIŠE"

**RULEBOOK
DELEGATION OF AUTHORITY**

Sarajevo May 17, 2023.



I INTRODUCTORY PROVISIONS

Article 1.

The purpose of this policy is to ensure that the delegation and exercise of duties, powers and functions reflect Association commitment to integrity and probity in efficient and transparent management of Association.

Expressions used in this document, which have a gender meaning, regardless of whether they are used in the masculine or feminine gender, include the masculine and feminine genders equally.

Article 2.

The Rulebook sets out the principles that apply to all Association delegations and outlines the responsibilities of staff and members of decision-making bodies who have delegated authority (collectively referred to as 'delegates').

This policy is made in accordance with the Statute of Association.

Article 3 (Definition)

By Delegation of Authority, as defined in this Rulebook, we mean business practices in the daily work of the Association's employees established for effective and transparent work of the Association.

Article 4 (Application)

The provisions of this Rulebook are directly applicable to all employees of the Association.

Before starting work, i.e. assuming the performance of a certain function, the employee must be given the opportunity to familiarize himself with the provisions of this document.

Article 5 (Policy Principles)

Delegations of authority are how Association enables staff, in their capacity as officers of Association, to act on behalf of Association.



Complying with a delegated authority demonstrates Association's commitment to strong and effective and transparent governance, and clear and transparent administrative practices.

Delegations of authority align responsibility and accountability in a way that promotes and regulates governance and process efficacy.

Delegation levels reflect multiple factors, including the nature or type of a contract or commitment, its monetary value or financial impact on Association, and the level and type of risk associated with a proposed activity.

The delegation of a power, function or duty is made to a position or role to which a staff member is appointed, not to a named person.

Where a role is allocated a financial amount as their delegated authority, the amount is an upper limit. The person in that role can exercise all the functions, powers and duties below those limits, including any delegations allocated to that person's direct reports.

Delegations of authority are conferred through:

- a. Executive director decisions
- b. Policies, procedures and formally endorsed plans adopted by Assembly of Association
- c. Terms of reference for committees as approved by Assembly or Executive director
- d. Projects implementation - specific position descriptions
- e. Other instruments under this policy

II ROLES AND RESPONSIBILITIES

Article 6

Assembly

Assembly may delegate powers or functions to any Association body, legal representatives and all Association staff member, or any other entity prescribed by the Statute or Association's Regulations.

Only Assembly may approve changes to the delegation of authority of the Executive director.

Executive director

Executive director may exercise all the powers and functions, even if those powers or functions have been delegated to another position or a decision-making body.

Executive director may delegate powers, functions and duties to deputies or any appropriately qualified staff member or committee comprising appropriately qualified staff members.



Certain legislation or regulations designate a particular role to act on behalf of or represent the Association in specific circumstances. If a role is not specified in such legislation or regulations, then it is the Executive director. Executive director may sub-delegate such roles, where allowed under the relevant legislation.

Executive director is responsible for maintaining and approving minor amendments to the Delegation Schedules (e.g. updates to the position title or the name of roles for delegation levels).

Executive director deputies (Executive director deputy, Executive director deputy for Human resources, Executive director deputy for administrative affairs)

The Executive Director deputies take role of Executive in absence of Executive director.

The Executive director deputy for administrative affairs is responsible for ensuring all delegations in financial administrative systems accurately reflect this policy and the Delegation Schedules. Executive Director deputies are responsible for reporting any material or willful breaches of this policy to the Assembly.

All staff

All staff are responsible for understanding their level of delegation, and their duties in exercising that delegation.

Delegated authority is a significant responsibility. It includes the ability to enter into commitments for and on behalf of Association, expose Association to risk, and potentially incur liability for Association. In exercising a delegated authority, staff members:

- a. must act honestly, in good faith and for proper purposes, and consistent with the objects, interests and organizational values of Association
- b. must use all reasonable care and skill
- c. must comply with all Association policies, the Act, the relevant instrument of delegation and laws applicable in the relevant jurisdictions
- d. must undertake due diligence and obtain appropriate risk, financial, legal and other advice from experts and key stakeholders in Association before making a commitment on behalf of Association and
- e. are responsible and accountable for the decision made or actions taken under an authority they have sub-delegated.

Compliance

Breaches of this policy are dealt with in accordance with the relevant workplace conduct policies and procedures.

Activities that are not covered by any instrument of delegation must be referred to Executive director, who can sub-delegate any approval and signatures required for an activity to a member of the Vice-Chancellor's Executive



Review

A review of this policy must be undertaken every four years. The Delegation Schedules must be reviewed annually for their appropriateness and relevance to Association's structure, operations and other existing policies and procedures.

Article 7.

This policy must be read in conjunction with the Statute, Operative procedures, Rulebook on Financial operations and Matrix of financial responsibility, which cover financial, legal, human resources and specified regulatory delegations.

III TRANSITIONAL AND FINAL PROVISIONS

Article 8.

This document enters into force on the day of its adoption.