

DELEGATION MANUAL **FOR DIRECTORS & OFFICE** **HOLDERS**



Preamble

The purpose of the Delegation Manual is to inform Directors and Office Holders of the functions, approval processes and the financial implications (if applicable) they will be required to adhere to in line with Goolawah Co-Operative Rules and By-Laws.

1. GENERAL MATTERS

FUNCTION	APPROVAL	FINANCE
1.1 Joining Goolawah	Procedures through Membership Committee, ratification by membership, followed by share transfer	
1.2 Owner Builders Application	Seven directors' signatures required	
1.3 Work Claims	Approval by monthly meeting. Hours limited to current financial year	18 hrs max @ \$10 50 hrs max @ \$10
1.4 DA Management	DA Committee recommends course of action to Board of Directors & Community	
1.5 Guest Management	Membership Committee	

2. POLICIES & PROCEDURES

FUNCTION	APPROVAL	FINANCE
2.1 Tractor & Machinery Policy	Policy addressing usage, maintenance etc as formulated by Machinery Committee and approved by Community; to be displayed in appropriate location(-s)	
2.2 Policies related to governance	Approval by Community, following recommendations from Policy & Guidelines / relevant Committee	
2.3 Membership Policy & Procedures	Policy covering induction process of new members as formulated by membership committee and approved by Community; augmentation from time to time to suit community's changing needs	
2.4 All other procedures, policies, forms etc	Approval by Community, following recommendations from Policy & Guidelines / relevant Committee	
2.5 New / updated policies, procedures and guidelines	Community to approve policies, procedures and guidelines recommended by Policy & Guidelines / relevant Committee	

3. LEGAL MATTERS

FUNCTION	APPROVAL	FINANCE
3.1 Receive on behalf of Goolawah all legal documents, commercial & membership mail and all other enquiries & communications	Secretary	
3.2 Issuance of legal documents	Secretary following approval by Board of Directors	

4. COMPLAINTS MANAGEMENT

FUNCTION	APPROVAL	FINANCE
4.1 Framework to ensure appropriate & timely resolution of complaints	A Director of member's choice to act as first port of call for; - Infringements of Goolawah Rules & Code of Conduct - Dispute between members as per Rule 96 and By-Law 10A iv	Fines payable by members as per Rule 99. Approval of funds for fees by Board of Directors if <u>external mediation</u> required.
4.2 Consultation with external agencies or advisors on dispute or complaint	Secretary, following briefing by relevant committee/s and/or Board of Directors	Approval of budget by membership eg. solicitor's fees

5. INSURANCES

FUNCTION	APPROVAL	FINANCE
5.1 Liaise with insurance broker/s regarding all insurance matters	Secretary	Cost of policies to be approved by membership
5.2 Insurance claims	Secretary in conjunction with & <u>on behalf of</u> Board of Directors	
5.3 Annual cost of policies	Secretary in conjunction with Board of Director	Annual increments

6. FINANCE

FUNCTION	APPROVAL	FINANCE
6.1 Investment of funds	Treasurer	
6.2 Open bank accounts	Treasurer and signatories	
6.3 Close bank	Treasurer and signatories	

6.4 Signatories of electronic banking and cheques	Treasurer, Secretary and signatories. Two Directors to be nominated as signatories at October AGM.	
6.5 Draw down of investment funds into operational accounts	Treasurer	As required
6.6 Invoice, receive, code, bank & issue receipts	Treasurer	
6.7 Emergency Expenditure	Quorum of directors and Secretary	To \$1,000
6.8 Operational Expenditure	Treasurer and signatory	As per budgets approved by prior meetings
6.9 Written Monthly Treasurer's Report	Community to approve at monthly meetings	As required
6.10 Contingency Expenditure between	Community to approve at monthly meetings	up to \$2000
6.11 Finance Policy	Approval by Community, following recommendations from Treasurer / relevant Committee, eg. Policy & Guidelines <i>et.al.</i>	

7. ROADS & OTHER PUBLIC WORKS

FUNCTION	APPROVAL	FINANCE
7.1 Road works & other community projects, including DA compliance	Appointed Co-ordinators receive quotes, specifications, etc / instruct contractors, working bees, Men's Shed etc, as approved by Community	As approved by meetings

INDEX OF CHANGES January 2016

- All mentions of “membership” replaced by “Community”.
- 1.3 Work Claims - 18hrs max. @ \$10, 50hrs max. @ \$10.00
- 6.1 Investment of Funds - Treasurer
- Inclusion of approved Policies;
 - 2.1 Tractor & Machinery Policy
 - 2.3 Membership Policy & Procedures
 - 6.11 Finance Policy