

Delegations Policy

Owner	FRAC	Approval Date	December 2019
Approved by	Board	Review Date	February 2021

1. Purpose

The Board, through the Constitution, is entitled to exercise all powers of UN Youth. In practice, the Board empowers the National Executive to operate the organisation on a day-to-day basis through the delegation of adequate authority that is required to execute the operations of UN Youth. The National Executive can reasonably exercise this delegation within the specific limitations on the authority delegated to management outlined in this policy.

This delegation of authority continues down via line management to the volunteers who perform particular aspects of UN Youth's business. The National Executive is accountable to the Board for the exercise of authority delegated to management.

1.1. Global delegation statement

The Board delegates to all officeholders all of their responsibilities, duties and powers, necessary for them to perform their roles, subject to the restrictions set out in sections 2-11 below and UN Youth's Policies and Protocols.

1.2. Policy and protocol

UN Youth has policies and procedures, which provide further information relating to many of the authorities contained in this document. It is the responsibility of all officeholders to read, and be familiar with the contents of all policies and procedures.

Where there is an apparent conflict or ambiguity between rules stated in a Policy and Procedure document, and those in this document, the more stringent control standard shall always apply.

2. Delegated Authority Levels

Level	Roles
Board	Board, by resolution
NX	National Executive, as a whole, by resolution
1	National President
2	Level 1 and National Finance Officer
3	Level 2 and National Executive Officers
RC	Regional Council
4	Level 3 and Regional Presidents, International Event Directors and National Event Coordinators
5	Level 4 and Regional Treasurers, and all other officeholders appointed by the Board and/or NX

3. Budgets

Authority	Limits	Delegated Authority
Organisational Budget Approval	No Limit	Board
National Budget Approval	No Limit	Board
Regional Budget, National and International Event Budget Approval	Income and Expenditure and EBIT Margin within Organisational Budget.	National Executive
Regional Event Budgets	Income and expenditure within Regional Budget	Regional Council
Substitution of income or expenditure between cost centres	\$1000	Level 2

4. Income

Authority	Limits	Delegated Authority
Delegate Attendance Fees for existing national and international events	Event Budget, notification to the Board when over 10% higher than the previous year	National Executive
	Up to 10% higher than the previous year and Event Budget	National Executive
Delegate Attendance Fees for new events	Event Budget	Level 4

Delegate Attendance Fees are normally established and approved through the event budgeting process.

5. Sponsorship and External Relations

All sponsorship, partnerships and other external relationships must be consistent with UN Youth's values and purpose, and comply with applicable internal approvals. Where there is any risk of reputational harm the NRO must not approve the relationship without the approval of the Board.

All sponsorship, partnerships and other external relationships must only be secured and agreed in accordance with UN Youth's Policies and Protocols.

Authority	Limits	Delegated Authority
Sponsorship/Partnership Agreements or similar funding arrangements	Up to 6 months in duration and/or \$10,000 in value and cost to UN Youth of any obligations is less than 5% of the agreement's value	National Executive

6. Expenditure

The delegations for expenditure below relate to the approval of invoices and receipts within UN Youth's accounting package. Any expenditure above these limits must be approved by the Board.

All expenditure must occur within approved event and region budgets.

Authority	Limits	Delegated Authority
Operating Expenditure per purchase within cost centre	Up to \$10,000	Level 1

budget	Up to \$7,500	Level 2
International Flights for International Events within cost centre budget	Up to \$20,000 per transaction Up to \$120,000 per annum	Level 1
Operating expenditure per purchase (unbudgeted)	No Limit	Board
	Up to 5% or \$500 with substitution from alternative cost centre, whichever is least.	Level 2
Capital Expenditure (expenditure for an item or group of identical items that normally have a life longer than one year and are valued at least \$500)	Up to \$2000 within budget	Level 2

Emergencies: In some rare circumstances, such as during events, a situation may occur that necessitates emergency expenditure outside of these limits on delegated financial authority. This must only occur on a UN Youth credit card in accordance with the Credit Card Procedure. The expenditure may only occur to mitigate or avoid adverse consequences for participants or UN Youth. This expenditure must be less than \$1000. The Board must be made aware of this additional expenditure immediately following the purchase.

Payment Approvals: The National Finance Officer will prepare a summary of planned payments for approval by the National Executive.

7. Supply Contracts

Authority	Limits	Delegated Authority
Supply Contracts	Negotiation and agreement less than 24 months and less than \$5k per annum in value	National Executive

8. Human Resources

Volunteer Appointments: The National Executive, as a whole, have authority to appoint Level 5 Officeholders i.e. Assistant Event Directors, National Event Committee Members. The appointment of Level 3 and Level 4 Officeholders must be completed by the Board in accordance with the Volunteer Appointment Policy.

9. Media and Social Media

Authority	Limits	Delegated Authority
Social Media Posts on National Page (Facebook, Instagram and LinkedIn)	Post are UN Youth related and consistent with brand guidelines and kaupapa	Level 3
Social Media Posts on National and International Event Pages (Facebook and Instagram)	Post are UN Youth related and consistent with brand guidelines and kaupapa	Level 4
Social Media Posts on Regional Pages (Facebook and Instagram)	Post are UN Youth related and consistent with brand guidelines and kaupapa	Regional Presidents
Press Releases	Operational	Level 1
Media Statements or Interviews		Level 1

10. Record keeping

The National Executive is ultimately responsible for:

- Ensuring that appropriately detailed records of financial matters and decisions are kept
- Ensuring that, where appropriate, comprehensive records of all activities are kept and that these records:
 - Are accessible to appropriate persons;
 - Respect the privacy of people, UN Youth and other where ethically or legally due;
 - Preserves and illuminates the history of UN Youth.

11. Matters specifically reserved to the Board

Decision-making on the following matters is retained by the Board and cannot be delegated (in addition to the specific authorities set out above):

- Establishment of Board Committees, and approval of their Terms of Reference;
- The appointment (and removal) and performance of the National Executive;
- Delegation to the organisation, and the scope and limitations of those delegations;
- Approval of the strategic plan, annual plan, and organisational budget;
- Authority to write off bad debts.

The Board retain all powers given to UN Youth through its constitution not reasonably required to manage the Operations of UN Youth .