

Delegations Policy

Owner	FRAC	Approval Date	May 2020
Approved by	Board	Review Date	May 2021

1. Purpose

The Board, through the Constitution, is entitled to exercise all powers of UN Youth.

This Policy is to ensure that the organisation generally, and all Officeholders, have all relevant powers to ensure it is able to execute the operations of, and implement strategic plans of, UN Youth.

2. Delegation

The Board delegates to all officeholders all of their responsibilities, duties and powers, necessary for them to perform their roles, subject to the general rules of delegation set out in section 3, and the restrictions set out in section 4 below, and excluding all matters which cannot be delegated as set out below.

The following matters are specifically reserved to the Board and cannot be delegated to an Officeholder:

- the power to appoint (and remove), and monitoring of performance of level 3 and level 4 Officeholders;
- the power to appoint Board directors;
- the power to approve a strategic plan, annual plan, organisational budget, or annual report;
- the power to establish Board subcommittees, and approval of their Terms of Reference;
- the power to write off bad debts;
- the power to delegate;
- any matter not permitted to be delegated by any Act.

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.

3. General rules of delegation

- A responsibility, duty or power delegated to an Officeholder holding a named position or level of authority is also delegated to all Officeholders in a direct line of authority above that Officeholder;
- A responsibility, duty or power delegated to an Officeholder holding a named position is also delegated to any Officeholder who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position;
- An Officeholder who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation;
- Responsibilities, duties or powers delegated to Officeholders by the Board may not be sub-delegated;
- A delegation continues in force until it expires, is revoked, altered or varied by the Board (whichever is the earlier);
- An Officeholder must comply with any conditions (such as financial limits, and reporting or other procedural requirements) relevant to the exercise of a delegated authority, and must also comply where required with all applicable UN Youth policies and protocols;
- Where there is an apparent conflict or ambiguity between rules stated in a Policy and Procedure document, and those in this Policy, the more stringent control standard applies.

Note: the conferring of delegated authority means that the Officeholder *may* exercise the responsibility, duty or power, but not that he or she *should* do so (either at all, or in a particular case). Whether or not it is appropriate for an Officeholder to exercise a delegated authority which they have will depend on the particular circumstances, including:

- their role;
- the level of risk associated with the matter;
- the level of organisational or public interest in the matter; and
- any instructions given.

4. Restrictions on general delegation

The following functions, powers or duties may only be exercised by an Officeholder having the specified level of authority or higher (as defined in section 5):

4.1. Budgets

Functions, powers and duties	Limits	Minimum level of authority required
Power to approve Regional Budget, National and International Event Budget Approval	Income and Expenditure and EBIT Margin within Organisational Budget.	National Executive
Power to approve Regional Event Budgets	Income and expenditure within Regional Budget	Regional Council
Power of substitution of income or expenditure between cost centres	Up to \$1000	Level 2

4.2. Income

Functions, powers and duties	Conditional on	Minimum level of authority required
Power to approve delegate Attendance Fees for existing national and international events, where the fee is more than 10% higher than previous year	Within event Budget, and notification to the Board	National Executive
Power to approve delegate attendance fees for existing national and international events, up to 10% higher than previous year	Within event budget	National Executive
Power to approve delegate attendance fees for new events	Within event Budget	Level 4

4.3. Sponsorship and External Relations

Functions, powers and duties	Conditional on	Limits	Minimum level of authority required
Power to approve sponsorship or	The external relationship is consistent with UN	Term of arrangement is for up to 6 months in	National Executive

partnership Agreements or similar funding arrangements	Youth's values and purpose Compliance with applicable internal approvals	duration and/or \$10,000 in value and cost to UN Youth of any obligations is less than 5% of the agreement's value	
	No risk of reputational harm	Arrangement is event-specific, up to \$5000 in value, and cost to UN Youth of any obligations is less than 5% of the agreement's value	National Relations Officer

4.4. Expenditure

Functions, powers and duties	Conditional on	Limits	Minimum level of authority required
Power to approve invoices and receipts relating to operating expenditure	Expenditure is within cost centre budget	Up to \$10,000 (per purchase)	Level 1
	Expenditure is within relevant approved budget	Up to \$7,500 (per purchase)	Level 2
Power to approve invoices and receipts relating to international flights for international Events	Expenditure is within cost centre budget Expenditure is within relevant approved budget	Up to \$20,000 per transaction and up to \$120,000 per annum	Level 1
Power to approve invoices and receipts relating to operating expenditure where it is unbudgeted per purchase (unbudgeted)		Up to 5% or \$500 with substitution from alternative cost centre, whichever is least (per purchase).	Level 2
Power to approve invoices and receipts relating to 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)	Expenditure is within relevant approved budget	Up to \$2000 within budget	Level 2
Power to commit UN Youth to financial transactions that is otherwise outside the Officeholder's delegated authority	The transaction is placed on a UN Youth credit card The transaction is in accordance with the Credit Card Procedure; The expenditure is necessary to mitigate or	Up to \$1000	All credit card holders

	<p>avoid adverse consequences for participants or UN Youth</p> <p>The Board Chair and Chair of the Finance, Risk & Audit Committee are notified of the expenditure immediately following the purchase</p> <p>The expenditure is reported to the Board at the next Board meeting</p>		
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4.5. Supply Contracts

Functions, powers and duties	Limits	Minimum level of authority required
Power to approve Supply Contracts	Term of agreement is less than 24 months and less than \$5000 per annum in value	National Executive

4.6. Human Resources

Functions, powers and duties	Limits	Minimum level of authority required
Power to appoint level 5 Officeholders		National Executive

4.7. Media and Social Media

Functions, powers and duties	Limits	Minimum level of authority required
Power to approve social media Posts on National Pages (Facebook, Instagram and LinkedIn - including AYD Facebook and Instagram)	Post are UN Youth related and consistent with brand guidelines and kaupapa	Level 3
Power to approve 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
Power to approve social media posts on Regional Pages (Facebook and Instagram)	Post are UN Youth related and consistent with brand guidelines and kaupapa	Regional Presidents
Power to approve press releases	Press releases relate to operational matters only	Level 1

Power to give media statements or Interviews		Level 1
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5. Levels of authority

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