

Delegations Policy

Approved Date	September 2020
Review Date	September 2021

1. Purpose

- 1.1. The purpose of this policy is to provide NZUSA's elected representatives with sufficient authority and delegated power to achieve NZUSA's aims and objectives and manage the organisation in an effective and efficient manner.
- 1.2. In exercising their delegations, elected representatives must act ethically, professionally and prudently.

2. Employment

- 2.1. The following responsibilities are delegated to the President:
 - 2.1.1. Employment and management of staff;
 - 2.1.2. Staff collective and individual agreement negotiations, settlement and sign off;
and
 - 2.1.3. The application of collective and individual agreements, including individual pay movements and disciplinary matters.
- 2.2. The number and type of staff positions, with the exception of casual staff employed for less than one month, must be approved by the National Executive.

3. Operational Expenditure

- 3.1. Elected representatives are authorised to carry out day to day operational expenditure within the budget.
- 3.2. Purchases above \$500 must be approved by the President and Vice President.
- 3.3. Purchases above \$2,500 must be approved by the President and the Finance, Risk and Audit Committee (FRAC) Chair.
- 3.4. Purchases above \$5,000 must be approved by the National Executive on the recommendation of FRAC.

4. Capital Expenditure and Asset Sales

- 4.1. Capital expenditure up to \$1,500 for any one specific item must be approved by the President and the FRAC Chair.

- 4.2. Capital expenditure purchases above \$1,500 must be approved by the National Executive on the recommendation of FRAC.
- 4.3. Asset sales with a market valuation of up to \$1,500 for any one specific item must be approved by the President and the FRAC Chair.
- 4.4. Asset sales above \$1,500 must be approved by the National Executive on the recommendation of FRAC.
- 4.5. The authority to buy, sell or encumber land and buildings is not delegated to elected representatives.

5. Agreements and Contracts

- 5.1. The President has delegated authority to enter into agreements and contracts relating to the operation of the National Office within the budget.
- 5.2. National Executive approval on the recommendation of FRAC is required to enter into agreements and contracts that:
 - 5.2.1. Confers a financial cost that exceeds \$5,000;
 - 5.2.2. Confers obligations on NZUSA in return for revenue exceeding \$5,000;
 - 5.2.3. Span more than one budgetary year;
 - 5.2.4. Are leases; or
 - 5.2.5. Require the common seal to be affixed.

6. Public Relations and Media

- 6.1. The President and Vice President are responsible for meeting with and maintaining productive relationships with students' associations and external stakeholders, including, government ministers and officials.
- 6.2. All media contact must be approved by the President as the spokesperson of the organisation.