



## **Title: Delegations Policy**

**Section:** Swim BC Governance Policies  
**Approved by:** Board of Directors

**Date of Approval:** Feb 27, 2020  
**Review Cycle:** Annually

### **Policy Statement**

1. This policy sets out the circumstances under which the Board may delegate its responsibilities. Delegations of authority are the mechanisms by which Swim BC enables officers of Swim BC to act on behalf of Swim BC.

### **Purpose**

2. The purpose of the Delegations Policy is to establish a framework for delegating authority within Swim BC in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and volunteers in their performance.
3. The policy applies to all members of the Board and the staff and volunteers of Swim BC who have delegated authority to act and sign documents on behalf of Swim BC.
4. Delegations of authority within Swim BC are intended to achieve four objectives:
  - a) To ensure the efficiency and effectiveness of the organization's administrative processes;
  - b) To ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities; and
  - c) To ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organization; and
  - d) To ensure internal controls are effective.
5. Delegations are a key element in effective governance and management of Swim BC and provide formal authority to particular staff and volunteers to commit the organization and/or incur liabilities for the organization.

### **Policy**

6. The Board of Swim BC is responsible for oversight of the Executive Director, including their actions and performance.
7. Under the Swim BC Constitution and Bylaws, the Board can delegate any of its functions except
  - a) The power of delegation, and
  - b) Any functions reserved to the Board under the Constitution and Bylaws.
8. The Board may delegate its functions to:
  - a) A member or members of the Board, and
  - b) A sub-committee of the Board; and
  - c) The Executive Director and through the Executive Director to members of the staff of the organization.
9. The Board shall not delegate its power to adopt the organization's:
  - a) Strategic Plan
  - b) Business Plan
  - c) Annual Budget
10. The Executive Director:
  - a) Is charged with the duty of promoting the interests and furthering the development of Swim BC;
  - b) Is responsible for delivering services according to the Strategic Plan, within the policies and budgets approved by the Board;



- c) Is responsible for the administrative, financial, and other business of Swim BC;
  - d) Exercises a general supervision over the staff and volunteers of Swim BC;
  - e) Develops business plans, budgets and organizational strategies for consideration by the Board and, to the extent approved by the Board, implementing these plans, budgets and strategies;
  - f) Identifies and manages operational risk on a daily basis, establishes and maintains adequate systems of risk management and, where those risks could have a material impact on the organization's businesses, formulates strategies for managing these risks for consideration by the Board;
  - g) Manages the organization's current financial and other reporting mechanisms as well as its control and monitoring systems to ensure that these mechanisms and systems capture all relevant material information on a timely basis and are functioning effectively; that the level of capital held is consistent with the risk profile of the organization;
  - h) Ensures that the Board and its various committees are provided with sufficient information on a timely basis in regard to the organization's business and, in particular, with respect to the organization's performance, financial condition, operating results and prospects, to enable the Board and those committees to fulfill their governance responsibilities;
  - i) Implements the policies, processes and codes of conduct approved by the Board.
11. The Executive Director may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this Delegations Policy, to any member of the staff of the organization, or any person or persons, or any committee of persons.
12. Swim BC is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Executive Director), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behavior, including compliance with all legal requirements.
13. There is no circumstance under which it is acceptable for Swim BC or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Swim BC's goals.
14. The Board delegates with one voice through written directive of the President/Chair or Board resolution. Individual board members do not have the authority to delegate board authority, instruct the Executive Director or staff or amend or vary any policy.

### **Delegation of Authority**

15. The Board hereby delegates to the Executive Director, as per Section 11.02 of the Bylaws, the carrying out of those tasks required to operate the day to day business of the Society.
16. The Executive Director is required to make known to, consult with and obtain approval from the Board on the following matters:
- a) Contracts greater than one year in length, whether or not within the approved budget.
  - b) Human resources decisions and practices including but not limited to recruitment, compensation, benefits, discipline, variances to existing policies, and terminations.
  - c) Items which may pose risk to the Society from a Safety or Environmental perspective for Swim BC staff or its members.
  - d) Expenditures falling outside the approved annual budget. Swim BC operates on a dual signatory model except for those items purchased which fall below \$2000.00, in which the Executive Director may sign payments individually.
  - e) Those matters requiring legal attention.



- f) Financial Audit results and notes.
  - g) Insurance changes affecting the Society, Directors or the Members.
  - h) Items which may negatively affect the Swim BC brand.
  - i) Conflicts of Interest that they or the staff may have with carrying out the duties of their position within the organization.
17. It is expected that the Executive Director will reflect the items above in sufficient detail in their report to the Board to ensure Board Members are aware of the critical items which may impact the running of the organization.