



Title: Delegations Policy

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

Date of Approval: April 18, 2024
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 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 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.



11. 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

12. The Board hereby delegates to the Executive Director, as per Section 12.02 of the Bylaws, the carrying out of those tasks required to operate the day to day business of the Society.
13. 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.
14. 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.