



Delegation of Authority Policy

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About

Purpose

The Delegation of Authority Policy has been adopted by the Tribal Leadership Council's (TLC) Board of Directors to:

1. Identify those matters to be addressed by the Board of Directors
2. Identify those matters that may be delegated to the organization's management
3. Identify those matters reserved for specific roles within the organization
4. Establish approval limits
5. Establish the process by which delegation can be made

Authority

The Board of Directors possesses the ultimate authority to approve, modify, revoke, or suspend these policies.

The President is responsible for overseeing and implementing these policies.

Applicability

This policy is applicable to the following positions:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Board Members
6. Committee Members

7. Officers
8. Staff

Basic Tenets

Understanding and complying with this policy are essential to the efficient and effective financial management of the organization. Generally, no person is authorized to sign or approve a document unless the authority to do so has been formally assigned, according to the current policy of through delegation. While authority and responsibility can be delegated, accountability cannot. Financial signing authority responsibility must not be delegated without careful consideration and appropriate instruction. The delegator is responsible for the supervision of individuals to whom he or she has delegated authority and as such has full accountability for the transactions that individuals approve on his or her behalf.

Authority

Board of Directors

The Board of Directors is responsible for the following:

1. Changes to the By-Laws
2. Approving transactions at the Board of Directors threshold as outlined in the Accounting Policy
3. Succession planning for the Board of Directors
4. Approval of opening and closing of bank accounts and designating authorized signers for accounts
5. Approval of changes to investment strategies
6. Approval of the annual budget and any amendments to the budget
7. Approval of the annual financial statements
8. Approval of the annual tax and information filings
9. All matters that could have a material impact on the organization's reputation

Management

All matters not specifically identified in this policy as those addressed by the Board of Directors that are necessary for the day-to-day management of the organization are delegated to management. Management at the time of the adoption of this policy is overseen by the President as the Chief Executive Officer.

Management is responsible for the following:

1. Ensuring that the organization's day-to-day operations are carried out in accordance with applicable laws and regulations
2. Ensuring that the organizations policies and procedures are undertaken in a prudent, equitable, and consistent manner

3. Ensuring that the organization's assets are protected, adequately maintained, and not subject to undue risk
4. Ensuring that the organizational mission and strategy are reflected in the allocation of resources
5. Preparing the organization's annual operating and capital budgets
6. Supervising and directing staff

Managements Communication with the Board

Management is required to regularly report to the Board of Directors concerning the authority that it has exercised. Management shall report all matters of serious consequence to the Board of Directors at the earliest possible opportunity.

Delegating Authority

Any role may delegate their authority to another role in the case of absence, being mindful of segregation of duties. The Board of Directors shall be informed of the delegation and for the period of which it will be in force.