

## DELEGATION OF AUTHORITY POLICY

POLICY	
Last amended	28 May 2021
Board Endorsement	28 May 2021
Proposed Review Date	28 May 2023
Related Documents	ARMS Constitution, Bylaws, Conflict of Interest Policy

### DEFINITIONS

**Society** - Means the Australasian Research Management Society Inc.

**Authorised Officers** - Are individuals who may enter into Agreements on behalf of the Society. These may include: ARMS President/President Elect; ARMS Treasurer; ARMS Chief Operating Officer; and/or Chapter/SIG Convenors/Chapter Committee Treasurers.

### PURPOSE OF POLICY

The purpose of this Policy is to establish the principles, requirements and processes for the delegation of authority to enter into Agreements on behalf of the Australasian Research Management Society Inc (ARMS). This Policy set out the limits within which only authorised officers may enter into Agreements on behalf of ARMS (refer to Appendix A).

The ARMS Board may authorise officers of the Society to exercise the power to enter into Agreements on behalf of ARMS. These authorisations may be limited by context, time or dollar amount.

### PRINCIPLES

Where permitted within the terms of the authorisation, an authorised officer may further delegate the power to enter into an Agreement through written sub-authorisations. A sub-authorisation will, in all respects, be limited to the scope of the original authorisation.

Copies of all authorisations and sub-authorisations must be provided to the ARMS Chief Operating Officer and approved by the ARMS President/President-Elect or ARMS Treasurer.

An officer holding an authorisation or sub-authorisation will at all times be subject to the general direction and authority of the ARMS Board and will be required to act within the policies and the strategic directions set by the ARMS Board.

An officer holding an authorisation or sub-authorisation will at all times be accountable to the relevant authorising officer in exercising that authority.

## TERMS AND AUTHORITY AND OBLIGATIONS OF AUTHORISED OFFICERS

When signing Agreements, authorised officers are required to act within the terms of their authority (as described in Appendix A).

All Agreements are entered into on behalf of the Society. When considering any undertaking, authorised officers must therefore have regard to the effect of the commitment on the Society as a corporate entity.

Authorised officers must bring to the attention of the ARMS Chief Operating Officer in the first instance, any Agreement which:

- Involves significant commitments of money and/or other resources, such as time and expertise, equipment and facilities; or
- Is capable of affecting the business of the Society in a significant way; or
- Regardless of its value, is of social, legal or political significance or sensitivity, for example:
  - Agreements with a high risk factor;
  - Agreements that could bring the activities of the Society under public scrutiny;
  - Agreements which could affect the reputation of the Society; and
  - Agreements which might involve any matter liable to cause public controversy.

Before executing any Agreement, authorised officers must be satisfied that:

- The Society is able to meet its obligations under the terms of the agreement, and it is likely that the other party or parties can meet their obligations;
- The Agreement complies with any legislative requirements;
- The Agreement conforms with the ARMS Constitution and Bylaws;
- The appropriate level of approval has been obtained;
- Any necessary legal advice has been sought, where required; and
- Any requisite consultation with other operational areas of the Society has occurred.

Authorised officers must be aware of the financial and other benefits, detriments or risks which are expected to flow or attach to the Society as a result of the Agreement, and should ensure that any identifiable risks are properly addressed in the Agreement, including intellectual property, physical damage or injury indemnities.

Authorised officers must not sign any Agreement if, by doing so, that officer would be placed in a conflict of interest (or would appear to be placed in a conflict of interest) without the prior written approval of ARMS Board given after disclosure of all the material facts or circumstances (refer to Conflict of Interest Policy).

Any officer holding an authorisation may still exercise the power to enter into Agreement which has been the subject of sub-authorisation to another officer.

Any officer holding an authorisation or sub-authorisation is responsible for ensuring that any authority delegated by them to another officer is properly exercised.

## EXECUTION AND RECORD KEEPING PROCEDURES

Drafts of the Agreement document that record any changes requested or negotiated, as well as partially executed Agreements and the original fully executed Agreement, or where it is unavailable, a true copy, and all supporting documents, must be retained by the ARMS Executive Office.

If the Agreement needs to be referred to another party or parties for counter-signature, the ARMS Chief Operating Officer will ensure that following despatch of the Agreement to the other party/ies, the Agreement is tracked and a fully executed original or true copy returned to the ARMS Executive Office.

The ARMS Executive Office will maintain a record of all authorisations and sub-authorisations to enter Agreements in the Framework of Delegations of Authority to enter Agreements ([Appendix A](#)).

## APPENDIX A: FRAMEWORK OF DELEGATIONS OF AUTHORITY TO ENTER INTO AGREEMENTS

Note: all delegations and authorisations are subject to the applicable limitations as detailed below:

Officer	Extent of Delegation	Dollar Limit Applying to Delegation	Date approved
ARMS President (or delegate)	All Agreements	No limit – Approval must be sought by full Board in first instance.	to be updated
Chief Operating Officer (or delegate)	All Agreements	Up to AUD\$10,000 or a higher value provided approval from the Board is granted.	to be updated
ARMS Treasurer (or delegate)	All Agreements	Up to AUD\$10,000 or a higher value provided approval from the Board is granted.	to be updated
Chapter Convenors /Chapter Committee Treasurers.	All Agreements relating to Chapter specific activities that have been approved by the Executive Office	Up to AUD\$4,000.	to be updated

### Version Control

Version	Date of Approval	Date for review	Circulation	Document owner
Version 1	19 June 2015	19 June 2016	All Members	Executive Office
Version 2	28 May 2021	28 May 2023	All Members	Executive Office