Sample Delegation Chart

A delegation chart will assist a club in knowing who is responsible for what.

By having a delegation chart on hand that is accessible to all members there will be a clear understanding of club protocols.

Some clubs will not need all that is in the sample chart while others will have to include extra items ie. Equipment manager, greenkeeping etc.

| ***Financial Management*** | | | |
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| **Function** | **Preparation** | **Process** | **Approval** |
| Annual Budget | Treasurer | Treasurer discusses with Executive | Committee |
| Funding Applications | Treasurer/Secretary | Treasurer and/or Secretary can apply for a variety of funding providing it falls within the guidelines of the Club or organisation | Committee |
| Annual Audit Report | Auditor | Treasurer contacts auditor following the end of the financial year and brings together all of the material needed | Report is presented at AGM for members approval |
| Monthly Financial Reports | Treasurer | Treasurer compiles reports and disseminates to committee via email / post | Committee approve at next committee meeting |
| Regular payments within budget allocations | Treasurer | Treasurer makes payments and inputs into accounting system | Account payments are dual signed |
| Ordering and payments for equipment and major items | Treasurer/President | Planned asset purchases would be in budget but in the incidence of breakdown or urgent purchases discussion would be discussed at a special committee meeting | By committee at a special meeting if it can’t fit within normal meeting times |
| Asset Register | Treasurer | Set a $ value and add to as new equipment is purchased | Committee |
| Opening/closing of bank accounts | Treasurer | Discussion at Committee meeting | Committee |
| Monitor and make changes to financial systems | Treasurer | Discussion between Treasurer and President | Committee |
| Sign Cheques / Online Payments | Treasurer | Treasurer prepares payments | To be signed by two committee members. |
| Insurance | Treasurer | Ensure that adequate insurances have been contracted and paid for. These may include; asset, player and volunteer insurances. | Committee |

| ***Planning and Reporting*** | | | |
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| **Function** | **Preparation** | **Process** | **Approval** |
| Business / Strategic Plans | President | Business / Strategic Plan is a living document that the Committee looks at/discusses regularly | Committee |
| Organisational Management | President | President monitors running of the Club/Organisation such that it meets the needs of the community and the requirements of its peak body | Committee |
| Operational Policies | President | President is responsible for the monitoring and updating of operational policies | Committee |

| ***Legal Responsibilities*** | | | |
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| **Function** | **Preparation** | **Process** | **Approval** |
| Reporting to incorporation regulating body | Secretary | Secretary to fulfil any responsibilities with the endorsement of the Committee. | Committee |
| Informing the committee of any amendments to incorporation legislation | Secretary | Circulate any information via email to Committee for further discussion at a Committee meeting | Committee |
| Amendments to organisation rules | President | Discussion at Committee level before being taken to an AGM with amendments to be advertised as per rules | Members |
| Annual General Meetings, General Meetings and Special Resolutions | President/Secretary | Dates are set at beginning of calendar year and notifications are sent to committee members with the AGM being advertised | Management Committee |
| Committee Meeting Agenda | Secretary | Agenda is set from issues that have arisen since or carried over from previous meeting and is created by secretary before being emailed to committee members in readiness for the meeting. | President |
| Committee Meeting Minutes | Secretary | Minutes taken at meeting by Secretary. Minutes to be typed up following meeting and circulated to committee via email. | Committee |
| Maintaining Membership Register | Treasurer | Inputting new members into database and ensuring that all members are financial | Committee |

| ***Human Resources*** | | | |
| --- | --- | --- | --- |
| **Function** | **Preparation** | **Process** | **Approval** |
| Position Descriptions | President | Descriptions drawn up and presented to committee | Committee |
| Supervision and training of volunteers | President | Good communication with recognition of the rights and responsibilities of volunteers | Committee |

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| ***Public Profile*** | | | |
| **Function** | **Preparation** | **Process** | **Approval** |
| Representing organisation in public meetings and forums | President | Can be delegated to another committee member through general meeting or executive discussion | Opinions and decisions to be arrived at with committee discussion |
| Media Liaison | President | Articles, radio interviews to be conducted by President or approved delegate | President and/or Committee |
| Promotional activities | President | Ideas and organisation of activities to be discussed at Committee meetings. President can delegate. | Committee |
| Website | President | Can be delegated. | Have IT Policy in place |
| Social Media | President | Can be delegated | Have IT Policy in place |