



POLICY 2.09 COUNCIL GOVERNANCE

Delegation of Authority

POLICY INTENT

To ensure that the lines of accountability and authority for AUSU staff, officers and board members are clearly defined.

POLICY RESPONSIBILITY

Council

POLICY

- 2.09.01 The Executive Council shall hire an Executive Director, having the authority and responsibility to manage the resources of the union and implement the policies approved by the board.
- 2.09.02 The Executive Director shall develop and maintain organizational charts for the staff and board.
- 2.09.03 Changes in management staff reporting directly to the Executive Director must be approved by the Executive Committee or appropriately delegated as determined by the Executive Committee.
- 2.09.04 The following chart details the authority level and functions of the various staff and Councilor groups.

AUTHORITY LEVEL	FUNCTION
a) Council	Approves all policies, budgets, operations, and actions not covered in policy.
b) Executive Council	Has the power to act on behalf of Council, as detailed in the Executive portfolios, or may take any required action during an emergency where time constraints prevent an action of Council.
c) Executive Director	Directs, manages and oversees all operational and administrative aspects of the Union's activities and is responsible to Council.

Recommends policy matters to Council.

Has custody of the seal of the Union.

Signs or certifies all documents requiring AUSU certification.

Decision making for operational issues.

d) Management Staff Implements all operational and administrative activities within area of responsibility.

Recommends to the next level of authority unbudgeted expenditures and modification of existing policies and procedures.

e) Support Staff Provides administrative services.

Recommends to the next level of authority administrative changes within area of responsibility.

f) Volunteer Personnel Provide services within area of responsibility and can recommend service and administrative changes to accountable staff.

POLICY HISTORY

Original Approval Date: January 15, 2007

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Mandatory Review By Date: February 24, 2012