

POLICY FOR DELEGATION OF AUTHORITY

Objective:

To define the specific circumstances where the authority of the Parents and Friends Association (PFA) may be delegated to an individual or a group and how this delegation should be decided and recorded.

Approved: 20th November 2012

GENERAL PRINCIPLES

- The responsibilities and powers of the PFA are defined by the Constitution. While the PFA may delegate this authority this does not remove the responsibility of the PFA to ensure that all functions and duties of the PFA are appropriately executed
- The delegations laid down in this policy are made at the discretion of the PFA and may be revoked, permanently or temporarily by the PFA.

DELEGATION TO PFA SUB-COMMITTEES (6.10)

- From time to time the PFA may form sub-committees of the PFA to achieve certain goals or perform a specific function
- When formed a sub-committee will consist of a Coordinator and regular members
- A request will be made to the members for a Coordinator. If none is forthcoming, the committee will actively seek a Coordinator
- The role and make up of the sub-committee will be reviewed annually
- PFA sub-committees must be formed by the resolution of the PFA at a PFA meeting. This resolution should stipulate the following:
 - The members of the sub-committee
 - Which member will act as the Coordinator
 - The Charter of the committee. This is the specific scope of operations of the sub-committee and the limit to which decisions and spending can be taken by the sub-committee without reference to the PFA
 - The frequency that the sub-committee will report back to the PFA
- The Coordinator of the sub-committee will be responsible for:
 - Ensuring the sub-committee meets the objectives for which it was formed
 - Coordinating meetings of the sub-committee if required
 - Reporting back to the PFA
- Changes in sub-committee membership must be enacted by a subsequent resolution of the PFA at a PFA meeting