

DELEGATION OF AUTHORITY

INTRODUCTION	Te Ao Maramatanga is an incorporated society established to support mental health nurses in practice. It is governed by a national committee and comprises of regional branches, Maori caucus and sub committees. This policy outlines delegations of authority across these two areas.
ASSOCIATED DOCUMENTS	Constitution
DEFINITIONS	<p><u>National Committee</u> – Elected Te Ao Maramatanga committee members in New Zealand and includes elected roles of President, Treasurer, Secretary and appointed role of Registrar (see constitution).</p> <p><u>NZCMHN</u> – Refers to New Zealand College of Mental Health Nurses.</p> <p><u>Conflict Of Interest</u> – Refers to any member of national committee, Maori caucus, sub committees or regional branch who</p> <ul style="list-style-type: none"> • derives financial benefit from a Te Ao Maramatanga transaction (either self or through parent, child, spouse, friend or partner) OR • has a financial interest in another party to the transaction OR • is otherwise directly or indirectly interested in transaction <p><u>Governance</u> – The national committee will act in accordance with the Te Ao Maramatanga standards and in good faith for its members. The national committee must ensure that Te Ao Maramatanga operates in a financially responsible manner. It is responsible for approving associated sub committees and regional branches, and is headed by a president. All conflicts of interest will be disclosed to the national committee.</p>
DELEGATIONS OF AUTHORITY	<ol style="list-style-type: none"> 1. The President shall <ul style="list-style-type: none"> • Be the first line of authority in approving expenses. See constitution for delegations of authority in the absence of the President (Section 12.1.5). • Approve all payment of bills in accordance with the Constitution (Section 24.1-24.12) on behalf of the national committee. • Recognise that regular routine payments, once approved in principle, shall be paid by the Treasurer, or delegate thereof, as they arise and will not require further

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	<p>authorisation from the national committee.</p> <ul style="list-style-type: none"> • Facilitate discussion with national committee on the annual Treasurers report and any other budgetary anomalies with a view to resolving any outstanding issues. • Address overspending by the national committee as identified in conjunction with the Treasurer. <p>2. The Treasure shall</p> <ul style="list-style-type: none"> • Allocate and notify committee members, Maori Caucus and sub groups the budget allocated for expenditure. This shall be set in conjunction with the national committee. • Notify in writing the national committee of expenditure out of the ordinary that may appear unreasonable or unusually high. <p>3. National Committee members shall</p> <ul style="list-style-type: none"> • Seek approval for any expenses requiring reimbursement (including stationary, travel, telecommunications and any other such expense) for all claims over \$100.00.
<p>GENERAL PRINCIPLES OF ALL DELEGATIONS</p>	<p>No committee member shall approve expenditure which relates to themselves or for the purpose of personal gain. In all such instances the President shall provide approval. The president expenses shall require approval from the Treasurer.</p> <p>All contractors or employed members of Te Ao Maramatanga and their payments shall be agreed upon by the national committee.</p> <p>Any attempt to avoid delegated authority, such as splitting items requiring approval into smaller components and so avoiding the need to obtain approval shall addressed by the national committee. This may result in stepping down from committee.</p> <p>Each national committee member is accountable to the national committee collectively, and to the membership of Te Ao Maramatanga, and therefore act in the best interests of its members.</p>