

SWIMMING OTAGO

Delegations Policy



Created: August 2016

Reviewed: October 2018

Purpose: Ensure the timely, efficient and effective management of the Swimming Otago Committees (Development, Events and Technical)

Policy:

- Each Committee Chair shall be authorised to approve purchases to the value of \$1000.00 without the prior approval by Swimming Otago Board, provided that such purchases are approved by the relevant committee and confirmation of purchase is subsequently provided to Swimming Otago
- The purchase of the goods over \$1000.00 must be submitted to the Swimming Otago Board for approval prior to purchase

**Accountability, Reporting
Reimbursement Procedure:**

- Committee Chairs are accountable to the Swimming Otago Board
- Complete an expenses form, including all receipts
- Submit a completed expenses form to the Support Officer