

THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

DELEGATED

AUTHORITY

MANUAL

PREAMBLE

Delegation authority is (generally) controlled via the College Constitution, Regulations and policy decisions.
Council has endorsed the need for a Delegated Authority Manual to enhance College governance compliance.

COMMITTEES

(Constitution) Rule 84 states: “The Council may delegate all or any of its functions powers and discretions to committees consisting of such members of the Council or of such Fellows of the College not being members of the Council or of both as the Council may from time to time determine”

Rule 87 states: “Any committee of the Council shall in the exercise of its powers conform to any regulations or terms of reference that may be imposed on it by the Council”.

Rule 82 allows for Council to make regulations in relation to the establishment, regulation, administration and dissolution of committees.

Executive Committee of Council

Composition of Executive Committee

As defined in Rule 95 and designated in Rule 75, the Executive Committee consists of:

- President
- Immediate Past President
- Vice-President
- Honorary Secretary
- Honorary Treasurer
- Censor-in-Chief
- National Director of Continuing Education/Recertification

Powers of Executive Committee

In accordance with Rule 96, “The Executive Committee shall during the intervals between meetings of the Council exercise such of the functions powers and discretions of the Council in the management and direction of the business and the conduct of the affairs of the College as may be entrusted to it from time to time by the Council or such as the executive Committee in cases of emergency in its absolute discretion may deem it necessary to exercise”.

Reporting to Council

As per Rule 97, “Any action taken by the Executive Committee shall be reported to the next meeting of the Council by its inclusion on the agenda”.

Board of Training and Continuing Education

Composition of the Board of Training and Continuing Education

As defined in Rule 17, the Board of Training and Continuing Education consists of:

- Censor-in-Chief
- National Director of Continuing Education/Recertification
- at least six other Censors

Powers of the Board of Training and Continuing Education and Reporting to Council

The Board of Training and Continuing Education does not have any delegated authority, rather, it performs functions requested of it by Council as outlined in Rule 19.

Performance of said functions results in recommendations to Council.

State/Territory/New Zealand Committees

Composition of State/Territory/New Zealand Committees

Regulation 25 requires committees to comprise members of Council representing the Fellows in that State/Territory/New Zealand together with a number of additional Fellows elected from the State/Territory/New Zealand concerned. The number of Fellows to be elected shall be determined by the Committee from time to time, but will consist of a minimum of four.

Powers of State/Territory/New Zealand Committees

Regulation 32 provides for each State/Territory/New Zealand Committee to be responsible for the activities of its Board of Studies and for the administration of College affairs at a local level.

Regulation 25 states: “Each State/Territory/New Zealand Committee has the power to co-opt additional members as required and at least one such member may be a Candidate of the College.

Rules 82, 84 and 87 (above) provide for relevant delegated authority.

Reporting to Council

Members of Council representing their State/Territory/New Zealand Committee are required to report matters of relevance at Council meetings.
Additional reporting to Council is by provision of all meeting minutes.

FINANCE

A) Levels of Authority

	Negotiate	Recommend	Approve
1) Banking arrangements	AO	Registrar	Council
2) Investments	AO	Registrar	HT
3) Transactions for 2)	AO	Registrar	HT
4) Purchasing of Budgeted items			
\$0 - \$2000		AO	Registrar
\$2000 plus		Registrar	HT
5) Contracts			
Delegation as per 4) above			

B) Policy

Cheque signatories

As defined in Regulation 39, the following Fellows and staff member are authorized signatories for the College:

- Honorary Treasurer
- Honorary Secretary
- An additional Councillor
- Registrar

There must be two signatories to each cheque.

As payments are predominantly electronic, authority to pay is recorded on (invoice) Instruments (as per cheque signatories) and one cheque issued to cover total electronic payments.

C) Fees

The Honorary Treasurer has authority to negotiate reductions in subscription fees in individual cases of financial hardship, as per Policy Decision 28/08/92.

OTHER

Consultant Engagement Policy

The Consultant Engagement Policy requires Council and State/Territory/New Zealand Committees to selective tender (a minimum three) consultants for RACMA projects.

For time critical projects, authority is delegated to any two of President, Honorary Secretary, Honorary Treasurer to appoint a consultant.

Seal

The common seal of the College shall only be used with the authority of the Council and in the presence of at least two members of Council who shall sign all instruments to which the seal is affixed, said instruments to be countersigned by the Honorary Secretary. Rule 100 refers.
