



Panamerican Boxing Confederation Delegation of Authority

Introduction

This Delegation policy sets out the authority delegated by the Executive Board of Panamerican Boxing Confederation (the Board) to the Secretary General; or designated deputy/interim Secretary General when Panamerican Boxing is without a Secretary General. USD is the intended currency.

The Scheme of Delegation provides the authority to the Secretary General to manage:

- the plans,
- budgets,
- property,
- staffing resources and
- any other process or resource delegated to the Secretary General by the Board to enable accountable, effective and efficient leadership of Panamerican Boxing Confederation.

1. General

The Secretary General:

- a. Will work within Panamerican Boxing's objectives, policies and priorities agreed by the Board
- b. Has delegated responsibility for the effective and efficient management of Panamerican Boxing Confederation, including determining everyday procedures and the implementation of Board approved strategy.
- c. Will work with the Board and the management team to prepare 4-year strategic plans for approval by the Board.
- d. Will work with the Board, to develop and implement the strategy for Panamerican Boxing Confederation based on Panamerican Boxing Confederation's vision, mission, values and goals.
- e. Will prepare annual operational plans and budgets for Panamerican Boxing Confederation, for approval by the Board based on the strategy and strategic plans.
- f. Will be responsible for reviewing the 4-year strategic organizational plans every 12 months or as requested by the board to ensure that its objectives, targets, and projections remain relevant to the prevailing operating conditions.
- g. Will present progress reports at least twice yearly or as requested to the Finance and Audit Committee and the Board for review and approval.
- h. Is responsible for ensuring Panamerican Boxing Confederation with assistance from the Finance and Audit Committee is assessing and managing organizational risk on an ongoing basis and regularly reporting the findings to the Board.
- i. Will provide regular reports and financial reports detailing income and expenditure against the approved organizational budget to the Finance & Audit Committee and Board. Any concerns that arise outside of the reporting schedule will be drawn to the attention of the Board.
- j. Will update the Board on any need to review governance procedures with reference to the current legal and operational context.

2. Finance



The Secretary General:

- a. Has delegated authority for the day-to-day financial management of Panamerican Boxing Confederation.
- b. Will submit a detailed annual income and expenditure budget to the Board. Once the Board has approved, the Secretary General has the delegated authority to implement and manage the budget.
- c. Has delegated authority for expenditure up to \$25,000 for single budgeted items that have been detailed and approved in the annual budget.
- d. For items outside of the approved budget, the Secretary General may authorize expenditure up to \$5,000.
- e. Has delegated authority to enter into contracts (sold, leased, loaned, or donated assets) on behalf of Panamerican Boxing Confederation up to \$25,000 provided the expenditure is within agreed budgets. Any amount above that figure must be reviewed by the Board prior to execution.
- f. For expenditure that isn't within the approved budget the Secretary General has authority to enter into contracts up to \$5,000.
- g. Will ensure that monthly management accounts are presented to the Finance & Audit Committee for review.
- h. Will ensure that an updated year-end budgetary forecast is presented by September 30 to the Finance & Audit Committee for review.
- i. Operational responsibility for banking is delegated to the Secretary General.
- j. Will ensure that the appropriate insurance policies are in place for all aspects of Panamerican Boxing Confederation's operations, e.g. indemnity, governance, etc.
- k. Will report annually to the Board on all aspects of Panamerican Boxing Confederation's insurances detailing recommendations for change and or areas of risk that should be addressed.

3. Human Resources

The Secretary General:

- a. Has the responsibility to manage the staff and volunteers in an effective manner in line with Panamerican Boxing Confederation's policies and procedures.
- b. Is delegated authority to recruit staff to fill vacancies that may occur and that are within the Board approved staffing structure and budget for Panamerican Boxing Confederation
- c. Is delegated authority to sign employment contracts with financial terms included in the budget unless otherwise specified by the board.
- d. Will create a working environment in which diversity, equity and inclusion are valued, and individual differences and the contributions of all our staff are recognized and embraced.
- e. Will work within the overall pay and rewards policy and budget having been agreed by the Board, except in the case of their own post where the Board will determine its application.
- f. Has the responsibility to review and update Panamerican Boxing Confederation's employee handbook in line with relevant changes in Swiss legislation and employment regulations.

4. Public Relations, Marketing & Communications

The Secretary General:

- a. Will be the principal spokesperson for Panamerican Boxing Confederation, within the policies and procedures of Panamerican Boxing Confederation. The Executive Board will



refer all media enquiries to the Secretary General except those media enquiries dealing with the Board and its governance in which case the President and one further person approved by the Board will also be consulted.

- b. Is delegated authority to use the brand, logo and public image of Panamerican Boxing Confederation for communications and marketing purposes in relation to Panamerican Boxing Confederation's strategic objectives and operational plans.
- c. Is responsible for ensuring Panamerican Boxing Confederation's website is maintained and updated on a regular basis and in a professional manner, and that all website content is accurate and reflects Panamerican Boxing Confederation's vision, mission, values and goals.
- d. Will join/engage with relevant sector standards and networking bodies on behalf of Panamerican Boxing Confederation.
- e. Will ensure that all public relations, marketing, communications and data privacy align with the regulatory and legislative requirements of Colorado

5. Key Stakeholders

The Secretary General:

- a. Has the responsibility to manage the relationship of Panamerican Boxing Confederation's key stakeholders. The Secretary General will prepare an annual relationship plan which will be presented to the board for review.

6. Health and Safety

The Secretary General:

- a. Is delegated responsibility for establishing and maintaining Health and Safety guidelines documented in a Safety Statement and their operation within the agreed guidelines.
- b. The guideline and safety statement must meet the regulatory and legislative requirements of Colorado
- c. The Secretary General will report back to the Board any Health and Safety incidents that breach the Health and Safety guidelines.

7. Legal and Regulatory

The Secretary General:

- a. Will ensure that Panamerican Boxing Confederation operates within its legal and regulatory requirements, including but not limited to compliance with corporation law, employment law and relevant data protection legislation of Colorado.
- b. Will submit an annual compliance statement to the Board.
- c. Is delegated authority to prepare and submit the annual returns and all other legal requirements as specified by the jurisdictional bodies of Colorado.

8. Income generation

The Secretary General:

- a. Is delegated responsibility to pursue income generating opportunities and to apply for grants, sponsorships and seek donations in line with Panamerican Boxing Confederation's mission, purpose, values and financial policy. The Secretary General has the responsibility to keep the Board informed of potential sources of funding.
- b. Is delegated authority to prepare and submit funding applications from Panamerican Boxing Confederation's core statutory funders.



- c. Is delegated authority to prepare and submit new funding/grant applications to statutory and philanthropic organizations
- d. Is delegated authority to seek and develop sponsorship opportunities.
- e. Where the amount of the funding, grant and or sponsorship exceeds \$50,000 or value in kind, the Finance and Audit Committee will review and make a recommendation to the Board.
- f. Is delegated responsibility to prepare and submit reports and returns as specified in the grant/funding agreements to Panamerican Boxing Confederation's funders and sponsors.

9. Further Delegation

The Secretary General:

May for the efficient management and proper operation of Panamerican Boxing Confederation, delegate responsibilities contained within this scheme to other employees. This further delegation of responsibilities does not release the Secretary General from overall responsibility as the most senior manager of Panamerican Boxing Confederation accountable to the Board.

10. The Secretary General:

- a. Will be expected to ensure that any irregularity that involves significant risk to Panamerican Boxing Confederation that is likely to lead to significant financial loss or liability or adverse publicity, is reported to the Board.

11. Coverage During Leave

- a. The Secretary General is required to make arrangements for exercising the authorities delegated to them during any absence from work. These arrangements must be approved by the Executive Board prior to implementation.
- b. Any individual holding delegated authority should consider if a temporary sub-delegation is necessary to cover their absence from work. Any temporary sub-delegation can only be to a higher or equal level. Sub-delegation can only be exercised to cover an absence (leave, business travel) and not as a means to transfer accountability or responsibility.

12. Uncertainty in Delegation

- a. If there is any uncertainty as to which delegations apply, it should be discussed with the President.

13. Personal Benefit

- a. No persons or group of persons may exercise a delegated authority on behalf of Panamerican Boxing Confederation if they stand to gain personally from the transaction or if they have some other conflict of interest.

14. Changes to Delegations

- a. The Delegated Authority policy should not be seen as restrictive but as a means of providing clarity and certainty. Changes to this delegation's policy require Board approval. If it is felt that a delegation is too restrictive suggestions for change should be made via the President.

15. Full Understanding



- a. For a full understanding of the delegations, this document must be read in conjunction with other relevant Panamerican Boxing Confederation policies (e.g., Finance, Travel, Capex, etc.).

16. Currency

- a. All authority levels are in USD and are expressed exclusive of any additional taxes. Employees are authorized to spend in the foreign currency equivalent up to their limit converted at the exchange rate on the day the commitment is made.

17. Terms of Review

- a. This scheme of delegation will be reviewed annually by the Finance and Audit Committee to ensure it is relevant to the circumstances of the day. This Delegations Authority policy may also be reviewed as requested by the Secretary General or the Board as specific issues emerge. Any recommendations for change must be approved by the Board.

18. Bad Debts

- a. The Secretary General with the approval of the Finance & Audit Committee has authority to write off bad debts under \$500.
- b. Bad debt greater than or equal to \$500 can only be written off on the recommendation of the Finance and Audit Committee and the approval of the Board.

19. Leases and Rentals

- a. Leases and rentals including motor vehicle leases are to be treated in the same way as capital expenditure for Delegated Authority purposes.
- b. Delegated Authority – Capital Expenditure See the Finance Policy for particular requirements relating to all Capital Expenditure.

The powers, duties and functions as described in this Delegations Policy (inclusive of those detailed in any other contract or executed offer letter) are delegated by the board of Panamerican Boxing Confederation to the Secretary General.

You have read and understood the contents of the delegation policy and agree to comply with this instrument of delegation.

Dated:

Signed By: President Panamerican Boxing Confederation on behalf of the Board

Dated:

Signed By: Secretary General



Policy version and revision information

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