Board Policy: Board Delegations of Authority

Policy

Purpose
This policy provides clarity as to what delegations of authority have been made by the Board of Regents, the conditions for delegation, and how delegations are managed.

Scope
This policy applies to any responsibility, power, or duty held by the Memorial University Board of Regents.

Definitions
Board – The Board of Regents
Delegation - the conveyance of authority to act on behalf of the Board
University – Memorial University of Newfoundland and Labrador

Policy
The management, administration and control of the property, revenue, business, and affairs of Memorial University are vested in a Board of Regents by the Memorial University Act. To ensure effective governance and efficient operation of the University it is necessary that delegations of authority be made by the Board. This policy serves to outline the conditions under which these delegations are designated, and how they are managed.

Delegation Conditions

- The assigning of delegations must reflect University strategy and be made in the best interest of the University.
- The delegation must be clear in assigning a delegate, the extent of the delegation, and any conditions relating to the delegation.
- The delegate may only sub-delegate such authority with permission from the Board. This permission may occur prior or post the original delegation.
- Delegations of authority are made to the position, not an individual. The authority stays with the position until or unless it is revoked or reassigned.

Approval Date: July 8, 2021
Effective Date: July 8, 2021
Review Date: July 8, 2025
Authority: Board of Regents
• Any execution of a delegated authority must not subject the University to a conflict of interest
  • [Board of Regents Conflict of Interest Policy](#)
  • [University – Conflict of Interest Policy](#)
• Any delegate (or sub-delegate) will be aware of and refer to all relevant University policies and procedures when exercising delegated authority.
• Conditions can be stipulated in any delegation of authority (i.e. time periods, financial limitations, etc.)
• Non-compliance with this policy may be subject to penalties or discipline.

**Delegation Register**

The delegation register is approved by the Board of Regents and details:

• what the delegation of authority is;
• whom the delegate is;
• Any conditions put in place for the delegation.

The Office of the Board of Regents is responsible for maintaining a record of all delegations of authority made by the Board of Regents. The Delegation Register must be reviewed annually and updated as necessary to ensure that it is reflective of all Board delegations. The Register must be clear in its presentation of delegations, and readily available.

**Related Documents**

  Board Delegation Register *(To be developed)*

**Procedures**

Managing Delegations of Authority *(To be developed)*