

POLICY: - National Convention Host Planning Committee Delegated Authority

Preamble

The General Service Board (the Trustees) is the chief service arm of the Conference, and is essentially custodial in character... (The AA Service Manual S60). As part of that custodial role the Board is Conference's legal body that is empowered to contract on behalf of Alcoholics Anonymous in New Zealand.

In the process of organising the National Conventions, Host Planning Committees (HPC) are required to enter into contracts for the supply of goods and services. To enable those contracts to be entered into at the local level, the Board wishes to delegate this authority to the HPC in line with the Convention Guidelines, NO GL-02 under Contracts.

This policy explains how that authority will be delegated. These contracts can include (but are not necessarily restricted to):

1. Signing applications for credit accounts from suppliers.
2. Making orders and incurring debt obligations
3. Booking venues and accommodation

This policy supersedes all previous policies and resolutions.

Policy

1.	A copy of this policy will be provided to the Area Delegate responsible for organising the convention as soon as the decision is made where to hold the convention.
2.	The HPC will place an application before the Board for this authority to be allocated. Such application must include the formal budget for the convention and a summary of the anticipated contracts that will be required to be entered into.
3.	The delegated authority is only to be exercised where the expenditure or arrangements are necessary for the operation of convention.
4.	That such expenditure has been included in the budget placed before the Board.
5.	To provide the Board a copy of any contract entered into under this delegated authority within 2 weeks of execution.
6.	Under no circumstances is the HPC to enter into any contractual obligations on behalf of the Board unless those obligations comply fully with this delegated authority
7.	The delegated authority must be executed by the HPC and the Board with signed copies to be held by the HPC and the Chair, Finance and Administration Committee on behalf of the Board

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Policy Review	
July 2011	
February 2012	Approved policy unchanged with annual review.
March 14	Approved unchanged with annual review.
March 15	Approved unchanged with annual review.
Mar 16	Approved unchanged with annual review
Mar 17	Approved unchanged with annual review

GRANT OF AUTHORITY

The Board of The New Zealand General Service Office of Alcoholics Anonymous Incorporated hereby grant Delegated Authority to the National Convention Host Planning Committee for the 20 Convention, subject to:

Strict adherence to the terms of the delegated authority

That prior approval to exercise the authority outside the Agreed Income and Expenditure Budget document submitted to the Board for the 20 Convention is sought

Signed for and on behalf of the Board by:

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Chair

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Secretary

Signed for and on behalf of National Convention Host Planning Committee for the 20
Convention:

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Chair

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Secretary

Dated this day of 20