



## THE DELEGATION ORDER

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This is a translation of Föreningen Ekonomerna's Swedish policy "Delegationsordningen". In case of ambiguity in matters of dispute, the Swedish version shall always apply.

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## **Contents**

A well-implemented delegation implies that the right to make decisions has been transferred to the subordinate body that has been delegated this duty. If, for example, a project manager, who has been delegated the authority to make certain decision by the Board, takes a decision that implies that the latter has disregarded the exact nature of his or her duty, the project manager is guilty of professional misconduct or negligence in principle. The ultimate responsibility lies however with the delegating body, i.e. the Board, such that the concerned party must intervene if need be. A delegation can be revoked at any time and should be so if there are reasons for this. The delegating body is accountable for its decision to delegate powers in other words. A decision made can be revoked through a notification item brought up on a Board meeting, when there are reasons to do so. If a Board member considers that a decision needs to be taken by the Board, the issue is sent in to a Board meeting as a decision item. If so, the issue does not need to be approved by committee chairs.

The contact person at the Board is responsible for good communication in the hierarchical lines of delegation as well as for reporting decisions and follow-up to the Board, which is done in the form of a written notification item at a Board meeting.

## **Aim and background**

One of the greatest obstacles to the growth of an organization is time. Especially in a student association where work is done on a voluntary basis. The Delegation Order has the aim of achieving more effective decision-making in the organization.

The Delegation Order shall result in the possibility that urgent decisions can be taken without delay as well as a more horizontal organization by delegating some of the responsibility to committee Chairs.

By delegating the responsibility, Föreningen Ekonomerna's active members are allowed to grow and develop.

## **Maintenance, compliance, follow-up and reviewing**

The Board is responsible for maintenance, compliance, follow-up and reviewing of this document. Nevertheless, it is incumbent upon all the Association's positions of responsibility to ensure, in a constructive way, that the Board is informed of sections of the delegation order that should be reviewed in order that the Association can do its work more effectively. The Board has the duty to listen attentively to all active

members of the Association concerning what should be improved in the Delegation Order.

## Introductory remarks

SA	Stand-alone
NS	Non stand-alone
B	Budget
WB	Without budget
SBS	Stockholm Business School
SC	Several committees
MM	Marketing Managers
NC	The Election Committee

## Lines of communication to report to the Board

Project plan approved	The contact person at the Board sends a notification item to a Board meeting
Budget approved	See above.
	The contact person at the Board ensures that follow-up is documented in writing and available to other Board members.
Notification items	Standing item at Board meetings. The notification item is approved and “added to the archives” or alternatively, the item is returned to the person responsible for reviewing.



## Non stand-alone project with budget – (NS–B)

The figure shows how responsibility is delegated by the Board to active members within the organization. The contact person at the Board shall be debriefed about all decisions and thereafter the concerned Board member is responsible for ensuring that all other Board members are informed of the decisions through notification items. For an item to be approved, there must be consensus on the decision between the committee Chair and contact person at the Board as well as between the committee Chair and the Treasury. Committee Chairs can approve a budget that only specifically covers thank you gift(s) for a maximum of 300 SEK in total.

<b>NS–B</b>	<b>Project manager(s)</b>	<b>Committee chair(s)</b>	<b>Board member(s)</b>
<b>Election of project manager</b>		Ensures that project manager roles are advertised and that applicants are interviewed and appointed	
<b>Project plan</b>	Develops and is accountable for project plan	Approves project plan	Contact person at the Board establishes strategic framework and approves project plan
<b>Budget</b>	Develops and is accountable for budget	Approves budget	Treasury approves budget
<b>Marketing Plan</b>	Develops marketing plan in collaboration with MM	Approves marketing plan	The Head of Marketing approves marketing plan
<b>Evaluation of Project Plan</b>	Follow-ups project plan	Follow-ups project plan	Contact person at the Board follow-ups project plan
<b>Evaluation of Budget</b>	Follow-ups budget	Follow-ups budget	The Treasury follow-ups budget and goes through results together with the contact person at the Board

*Examples of projects that are subject to such regulations are FASHION F.E.ST. and IB Week.*



## Non stand-alone project with budget that is implemented under the supervision of several committees – (NS-B-SC)

The figure shows how responsibility is delegated by the Board to active members within the organization. The Board members concerned shall be debriefed about all decisions and thereafter the Board members concerned are responsible for ensuring that all other Board members are informed of decisions through notification items. For an item to be approved, there must be consensus on the decision between the committee chairs and their contact person(s) on the Board as well as between the committee Chairs and the Treasury.

<b>NS-B-SC</b>	<b>Project manager(s)</b>	<b>Committee chair(s)</b>	<b>Board member(s)</b>
<b>Election of project manager(s)</b>		Ensures that project manager roles are advertised and that applicants are interviewed and appointed	
<b>Project plan</b>	Develops and is accountable for project plan	Approves project plan	Contact person at the Board establish strategic framework and approves project plan
<b>Budget</b>	Develops and is accountable for budget	Approves budget	Treasury approves budget
<b>Marketing plan</b>	Develops marketing plan in collaboration with MM	Approves marketing plan	The Head of Marketing approves marketing plan
<b>Evaluation of Project Plan</b>	Follow-ups project plan	Follow-ups project plan	Contact person at the Board follow-ups project plan
<b>Evaluation of budget</b>	Follow-ups budget	Follow-ups budget	Treasury follow-ups budget and goes through results together with the contact persons at the Board.

Examples of projects that are subject to such regulation are e.g. Battle of Brunssviken.

## **Non stand-alone project with budget, where the project plan and budget are drawn up in collaboration with Stockholm Business School at Stockholm university – (NS–B–SBS)**

The figure shows how responsibility is delegated by the Board to active members within the organization. The Board member concerned shall be debriefed about all decisions and thereafter the concerned Board member is responsible for ensuring that all other Board members are informed of decisions through notification items. For an item to be approved, there must be consensus on the decision between the committee chair, the contact person at the Board and the Council representative as well as between the committee chair, the contact person at the Board and the Treasury.

<b>NS–B–SBS</b>	<b>Project manager(s)</b>	<b>Committee chair(s)</b>	<b>Board member(s)</b>
<b>Election of project manager(s)</b>		Ensures that the project manager role(s) are advertised and that applicants are interviewed and appointed	
<b>Project Plan</b>	Develops and is accountable for project plan	Approves project plan	The contact person at the Board and Council representative establish strategic framework and approve project plan
<b>Budget</b>	Develops and is accountable for budget	Approves budget	Treasury and the contact person at the Board approves budget
<b>Marketing Plan</b>	Develops marketing plan in collaboration with MM	Approves marketing plan	The Head of Marketing approves marketing plan
<b>Evaluation of Project Plan</b>	Follow-ups project plan	Follow-ups project plan	Contact person at the Board follow-ups project plan



<b>Evaluation of Budget</b>	Follow-ups budget	Follow-ups budget	Treasury follow-ups budget and goes through results together with the contact person at the Board.
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*Examples of projects that are subject to such regulations are Career Choice and Career Day.*

### **Non stand-alone projects without budget – (NS-WB)**

The figure shows how responsibility is delegated by the Board to active members within the organization. The Board member concerned shall be debriefed about all decisions and thereafter the Board member concerned is responsible for ensuring that all other Board members are informed of decisions through notification items. For an item to be approved, there must be consensus on the decision between the committee chair and contact person at the Board.

<b>NS-WB</b>	<b>Project manager(s)</b>	<b>Committee chair(s)</b>	<b>Board member(s)</b>
<b>Election of project manager</b>		Ensures that project manager roles are advertised and that applicants are interviewed and appointed	
<b>Project Plan</b>	Develops and is accountable for project plan	Approves project plan	Contact person at the Board establishes strategic framework and approves project plan
<b>Marketing Plan</b>	Develop marketing	Approves marketing plan	The Head of Marketing approves marketing
<b>Follow-up of Project Plan</b>	Follow-ups project plan	Follow-ups project plan	The contact person at the Board follow-ups project plan

*Examples of projects that are subject to such regulations are the Excel course and Thesis lecture.*



## Stand-alone projects with budget where the Election Committee is involved

The figure shows how responsibility is delegated by the Board to active members within the organization. The Board member concerned shall be debriefed about all decisions and thereafter the Board member concerned is responsible for ensuring that all other Board members are informed of decisions through notification items. The interview process for appointing new project managers is managed by the Election Committee.

<b>SA-B-NC</b>	<b>Project manager(s)</b>	<b>The Nomination Committee</b>	<b>Board member(s)</b>
<b>Election of project manager(s)</b>		The Nomination Committee interviews and submits proposals for applicants to the Board.	The Board ensures that project manager roles are advertised and appointed
<b>Project Plan</b>	Develops and is accountable for project plan		The Board establishes strategic framework and approves project plan
<b>Budget</b>	Develops and is accountable for budget		The Board approves budget
<b>Marketing Plan</b>	Develops marketing plan in collaboration with MM		The Head of Marketing approves marketing plan
<b>Follow-up of Project Plan</b>	Follow-ups project plan		The President follow-ups project plan
<b>Follow-up of Budget</b>	Follow-ups budget		Treasury follow-ups budget and goes through results together with the Board.

*Example of project that are subject to such regulations is Ekonomernas Dagar and Fadderiet.*



## Guidelines for budget approval

### **New non stand-alone project:**

The Treasury has the authority to approve a budget result up to a maximum of - 10,000 SEK. Budgets with a result that exceeds - 10,000 SEK must be decided by the Board at a Board meeting.

### **Existing non stand-alone project**

The Treasury has the authority to approve a change in results of 5,000 SEK for projects that have a budget result under 10,000 SEK. The same applies for budgets with a negative result. The result for the consequent maximums are +15,000 SEK or -15,000 SEK.

The Treasury has the authority to approve a budget result revision of 10,000 SEK for projects that have a budget result that is higher than 10,000 SEK but less than 50,000 SEK. The same applies for budgets with a negative result. The result for the consequent maximums are + 60,000 SEK or - 60,000 SEK. An exception is made for budgets where costs or revenues differ by more than 25% from the previous year. In such an event, the budget must be approved by the Board. Projects with results that are higher/lower than +/- 50,000 SEK must be approved by the Board.

## **Process**

The approval of a project plan and budget is handled through the Association's email system where the Chair of a committee emails a claim to the contact person at the Board with the statement attached. Board members concerned approves or rejects the statement in the same email thread.

Approval of project plan and budget shall be given by the contact person at the Board at latest 3 weeks before the start of the project.

The project's start date is the day that agreement is reached with the company and/or it makes reservations.

## Template for claims

### Approval of project plan

Committee Chair sends in the claim in a new e-mail thread, named “Approval of project plan for [Project name, semester]”

The e-mail is phrased as follows:

Background: [Short description of the event]

#### I claim

**that** the Board approves the project plan for [Project name, semester].

Board member concerned answers in accordance with following template:

#### Decision:

I hereby approve/decline the project plan for [Project name, semester].

### Approval of budget

Committee Chair sends in the claim in a new e-mail thread, named “Approval of budget for [Project name, semester]”

The e-mail is phrased as follows:

Background: [Short description of the event]

#### I claim

**that** the Treasury approves the budget for [Project name, semester].

The Treasury answers in accordance with following template:

#### Decision:

I hereby approve/decline the budget for [Project name, semester]



<b>Examples of Föreningen Ekonomerna's projects</b>	
<b>NS-B</b>	<b>NS-B-SC</b>
Fashion F.E.ST. Aktiva Dagen Aktiva kvällen Gmat-course Guest lectures Hjulmiddagen IB-week Sport tournaments Markskalksittning Meet & Greet Seminar series Speak-up week European Career Tour Thesis lecture Ångbåten	Battle of Brunnsviken
	<b>NS-B-SBS</b>
	Career Day Career Choice
	<b>NS-WB</b>
	F.E.ST. Feat The Breakfast Club Surf-Trip
	<b>F-B-NC</b>
	Ekonomernas Dagar Fadderiet