THE DELEGATION ORDER
Translated: 2021-06-24

This is a translation of Föreningen Ekonomernas Swedish policy “Delegationsordningen”. In case of ambiguity in matters of dispute, the Swedish version shall always apply.

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A correctly implemented delegation means 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 he or she has disregarded the exact nature of his or her duty, the project manager is guilty of professional misconduct. However, the ultimate responsibility lies 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. In other words, the delegating body is accountable for its decision to delegate.

A decision made can be revoked when it is brought up through a notification item at 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-ups 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 aim of the Delegation Order enabling 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 allocating the responsibility, Föreningen Ekonomernas 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**

SBS  
Stockholm Business School

MM  
Marketing Managers

**Lines of communication to report to the Board**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project plan approved</strong></td>
<td>The contact person on the Board sends a notification item to a Board meeting</td>
</tr>
<tr>
<td><strong>Budget approved</strong></td>
<td>The Treasury sends a notification item to a Board meeting</td>
</tr>
<tr>
<td><strong>Follow-up</strong></td>
<td>The contact person on the Board ensures that follow-up is documented in writing and available to other Board members.</td>
</tr>
<tr>
<td><strong>Notification items</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Non stand-alone project with or without budget

The figure shows how responsibility is delegated by the Board to active members within the organization. The contact person on 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(s) and contact person on 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.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>Project manager(s)</th>
<th>Committee chair(s)</th>
<th>Board member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election of project manager</td>
<td>Ensures that project manager roles are advertised and that applicants are interviewed and appointed</td>
<td>Reviews the project plan and approves sending to contact person on the Board</td>
<td>Contact person on the Board establishes strategic framework and approves project plan</td>
</tr>
<tr>
<td>Project plan</td>
<td>Develops and is accountable for project plan</td>
<td>Reviews the project plan and approves sending to contact person on the Board</td>
<td>Contact person on the Board establishes strategic framework and approves project plan</td>
</tr>
<tr>
<td>Budget (if needed)</td>
<td>Develops and is accountable for budget</td>
<td>Reviews the project plan and approves sending to the Treasury</td>
<td>Treasury approves budget</td>
</tr>
<tr>
<td>Marketing Plan (if needed)</td>
<td>Develops marketing plan in collaboration with MM</td>
<td>Reviews the project plan and approves sending to Head of Marketing</td>
<td>The Head of Marketing approves marketing plan</td>
</tr>
<tr>
<td>Evaluation of Project Plan</td>
<td>Follow-ups project plan</td>
<td>Follow-ups project plan</td>
<td>Contact person on the Board follow-ups project plan</td>
</tr>
<tr>
<td>Evaluation of Budget</td>
<td>Follow-ups budget</td>
<td>Follow-ups budget</td>
<td>The Treasury follow-ups budget and goes through results together with the contact person on the Board</td>
</tr>
</tbody>
</table>
Non stand-alone project with budget, where the project plan and budget are drawn up in collaboration with Stockholm Business School

For an item to be approved, there must be consensus on the decision between the committee chair, the contact person on the Board and the Council representative as well as between the committee chair, the contact person on the Board and the Treasury. The remaining stages are communicated as in the figure above.

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.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>Project manager(s)</th>
<th>The Election Committee</th>
<th>Board member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election of project manager(s)</td>
<td></td>
<td>Interviews and submits proposals for applicants to the Board.</td>
<td>The Board ensures that project manager roles are advertised and appointed</td>
</tr>
<tr>
<td>Project Plan</td>
<td>Develops and is accountable for project plan</td>
<td></td>
<td>The Board establishes strategic framework and approves project plan</td>
</tr>
<tr>
<td>Budget</td>
<td>Develops and is accountable for budget</td>
<td></td>
<td>The Board approves budget</td>
</tr>
<tr>
<td>Marketing Plan</td>
<td>Develops marketing plan in collaboration with MM</td>
<td></td>
<td>The Head of Marketing approves marketing plan</td>
</tr>
<tr>
<td>Follow-up of Project Plan</td>
<td>Follow-ups project plan</td>
<td></td>
<td>The President follow-ups project plan</td>
</tr>
<tr>
<td>Follow-up of Budget</td>
<td>Follow-ups budget</td>
<td></td>
<td>Treasury follow-ups budget and goes through results together with the Board.</td>
</tr>
</tbody>
</table>
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 Association specific emails where the committee Chair(s) emails a claim to the contact person on the Board with the item attached. Board members concerned approves or rejects the item in the same email thread.

Project plan and budget shall be approved by the contact person on the Board at the latest 3 weeks before the start of the project. The project’s start date is the day that agreement is reached with the partner and/or reservation/purchase is made.
Templates 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].

The concerned Board member 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]