

		<b>IQA Policy P23</b>	
<b>National Secretariat</b>		<b>Board Policy Framework &amp; Organisation Chart</b>	
<b>Policy Number:</b>	P23	<b>Version:</b>	P16-04
<b>Date Adopted:</b>	28 November 2017	<b>Contact:</b>	Company Secretary

## Introduction

The intention of this policy is to establish a framework for outlining the key policies that require Board consideration and approval and the operational policies that are delegated to the Chief Executive Officer ('CEO') and Company Secretary ('CS') for implementation.

## Purpose

The purpose of this policy is to provide guidance to the CEO and CS in determining which policies require Board input, development and approval, and which policies are deemed operational in nature that do not require the Board's consideration.

It is the responsibility of the CEO and the CS to ensure that the IQA's policies are developed, reviewed and maintained in accordance with this policy.

## Policy

### a) Board

The following policies and matters are reserved for the Board to consider, monitor and approve:

- i) Strategic plan;
- ii) Annual financial budget;
- iii) Annual report and financial statements;
- iv) CEO's and CS's contract and scope statements;
- v) Governance policies; and
- vi) Board, AAQ Board and committee charters and committee recommendations

### b) Management

The following policies and matters are delegated to the CEO and CS to develop, implement and manage:

- i) Branch financial management policies;
- ii) Branch operations policies;
- iii) Employee and contractor contract and scope statements;
- iv) National operational policies; and
- v) Education program, conferences and publications.

## Policy Implementation Procedure

It is also important, from a corporate governance viewpoint, that the distinction between policy formulation and implementation is clearly delineated.

1. The Board approve the above Board policies which can be initiated by the CEO, CS and/or Board, Branches, or Committees. Management develop the above Management policies.
2. The CEO is responsible for the day to day financial management of the IQA's business and is required to provide a monthly balance sheet and profit & loss statement that compares expenditure to the approved budget to the Board. Any material variances in expenditure or revenue are to be reported in detail.

3. Management implements the Board and Management Policies. The following represents the organisation reporting relationships between employees, contractors, Branches, Committees and the Board.
- a. Operational Committees report to the CEO:
  - b. The following governance Committees report directly to the Board:
    - i. Audit Committee;
    - ii. Corporate Governance Committee; and
    - iii. Remuneration Committee.
  - c. The AAQ Board reports directly to the Board.
  - d. The Membership Review Committee reports to the CEO.
  - e. All Branches / Sub-Branche s report to the CEO.
  - f. All Branch Administrators report to the Branch Chairperson directly and to the CEO indirectly.
  - g. The CEO reports directly to the Board via the President.
  - h. The CS reports directly to the Board via the President.
  - i. All National office staff (contractual or otherwise) other than the CS and Branch Administrators report to the CEO.
  - j. Board and Committees are allocated an IQA staff member as its secretary as follows:
    - i. Board – CS
    - ii. Audit – CS
    - iii. Corporate Governance – CS
    - iv. Remuneration – CS
    - v. Membership – Membership and Awards Officer
    - vi. AAQ Board – CEO

Refer to attached organisation chart.

### **Responsibility**

It is the responsibility of the Board, CEO and CS to ensure that the policies and matters dealt with by the Board and CEO are in accordance with this policy.

It is the responsibility of the CS to ensure that the Board review this policy on a biennial basis.

# IQA ORGANISATION STRUCTURE - OCTOBER 2017



