

## BOARD EXPENDITURE

Policy Type – GOVERNANCE

POLICY REF: G09

### Background

This policy outlines the authority of Board members to personally commit expenditure on behalf of Canoe Racing NZ.

### General Principles

- The general principle is that no Board member may personally authorise any transaction or make a commitment on behalf of the organisation.

Any such transaction or commitment must be made by the Board, and passed by a majority of votes of the Board members. Any such decision shall be minuted and communicated by the Chairperson to the CEO.

- Any expenditure that is required for the Board as a group, or individually, shall be approved by the Board prior to any commitment being made.

If there is no minuted approval then the commitment shall be deemed personal, and the Board member(s) concerned shall immediately reimburse the organisation. Failure to do so may result in the Board member's position on the Board being terminated.

- Any commitments made shall relate to Board members only in undertaking their duties as Board members, and not to family and/or friends.

Should a Board member require personal arrangements to be made to coincide with related duties, the Board member concerned must provide credit card details for the transactions to be charged so that the organisation does not bear any holding costs.

- Only the CEO and Canoe Racing NZ staff are authorised to make arrangements on behalf of Board members such as travel, accommodation etc to allow Board members to carry out Board duties.

This allows the organisation to retain control over the financial transaction, to maximise supplier arrangements and ensure all Board members are treated equitably. It also provides transparency in the operations of the Board and ensures that no personal gain may occur.

- Board members cannot approve their own expenses

Any reimbursement of agreed personally paid expenses incurred in the course of Board duties can be claimed if accompanied with receipts, but must be approved by the Chairperson, or in the case of the Chairperson by the Deputy Chairperson.

### Employee Relationships

Staff, whether employees or contractors, ultimately report to the CEO. Having contact with Board members over transactions that may have a personal element can put the staff member in a difficult situation that could ultimately impact their employment relationship. Maintaining a clear boundary between the Board and staff will provide a level of protection to employment relationships.