



OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) DISTRICT DELEGATION OF AUTHORITY

In today's busy and dynamic environment, it is impossible for one individual to perform all the duties and tasks that are required to achieve the organization's objectives. To meet the needs of their members, the District Chair can delegate authority to District Officers and Members so that decisions and related actions can occur in a timely manner.

Delegation of Authority (DOA) is the formal process in which one person delegates the authority and responsibility to another person to carry out specific activities. OOTFA Districts operate under the following Delegation of Authority Statement:

The District Chair will delegate appropriate fiscal and operational authorities (i.e.: cash handling, use of equipment, signing of contracts, collection of earned fees, use of OOTFA logo) to Officers or Members within the District to conduct the duties of their position or for a specific transaction (e.g. approve reimbursements up to \$500). The person who delegates work remains accountable for the outcome of the delegated work. Each delegate and delegatee will sign a DOA form. In addition, the District shall maintain a list of approved DOA's for each fiscal year.

The District Chair will develop a framework in which there is documentation of each type of transaction and related dollar threshold in which they delegate their authority to each district officer or appointee as assigned. This authority will grant the delegation of authority within each level of office or appointment level.

The documentation of these DOA's will clearly state each level of authority granted. It will include, at a minimum: a specified time period (not greater than one year, name of the individual and title, type of transactions and related dollar limits, and scope of authority.

The District Chair and District Officers will ensure that individuals who receive delegated authority have been properly trained and are well versed in the organizations' policies that govern the authority delegated.

The DOA framework will be reviewed by the State Treasurer annually to ensure the organizations' objectives are being achieved while limiting risk to an acceptable level.

District _____ Signature _____ Date _____

Print Name _____

OOTFA District _____				
List of Approved DOA's				
Name	Position	Type of DOA	Duration Dates	
			From	To
	Chairman	Full DOA		
	Vice Chairman	Full DOA		
	Treasurer	Cash Handling DOA		
	Secretary	Cash Handling DOA		
	Member _____	Limited Cash Handling DOA		
	Member _____	Limited Cash Handling DOA		