SUBJECT:	Governance & Organization				
POLICY:	106.1 Delegation of Authority				
PROCEDURE:	106.1.1 Delegation of Authority Procedure				
EFFECTIVE:	July 2010	**REVISED:**		**REVIEWED:**	August 2026

Introduction and Purpose

The purpose of this policy is to ensure the efficient operation of Great Falls College while maintaining fiscal and policy integrity through careful delegation of authority. Accountability for the management of the property, assets, financial and human resources of the college ultimately rests with the CEO/Dean who expects those with delegated authority under the terms of this policy to safeguard college resources by establishing and maintaining sound business controls that deter and detect any potential misuse of resources.

Policy

General Scope of Delegation

Delegations of authority should be limited both in scope, number and time frame to those which are necessary to achieve efficiency while maintaining accountability. Delegations of authority are appropriate where the delegation will enhance the effectiveness and efficiency of the operation without risking the integrity of the internal control necessary for accountability. No delegation shall be made of all or substantially all of the powers held by any persons making a delegation, or where checks and balances would be minimized. Refer to procedure 106.1.1 for responsibilities that may or may not be delegated. Employees with delegated authority are accountable for the documents they sign.

Documents signed by anyone other than those employees who have a delegation of authority on file with business services may be declared null and void unless formally ratified by the CEO/Dean.

Persons who improperly delegate or misuse delegated authority may be subject to an investigation and sanctions, which may include removal of signature authority, disciplinary action or termination of employment.

Definitions

Delegation of Authority: the mechanism by which the college enables its employees to commit resources, both human and financial, on behalf of the college.

Delegator The employee who has authority to take action on behalf of the College or division who transfers ("delegates") his/her authority to another College employee ("Delegate").

Delegate The employee who is officially transferred the authority to act on behalf of the delegator.