



CP-004 Delegated Authorities



CP-004 Delegated Authorities & Why it Matters

- Delegated authorities allow for certain Calgary Stampede roles to make decisions on behalf of the organization.
- Instead of having all decisions made by the Board of Directors or the CEO, authority is shared at different levels to keep operations running smoothly.

Who does this apply to? This policy applies to all Stampede Volunteers and Employees.



What You Need to Know

- Decision-making authorities are assigned based on the various roles in the organization.
- If you have decision-making authority, your Leader, and anyone in a more senior role, also has that authority, unless there is a conflict of interest.
- Conflicts of interest must be declared. If making a decision could personally benefit you or someone close to you, it must be reported, and you should step aside from the decision-making process.
- If you're away due to vacation, illness, or other unavailability, your decision-making authority is passed to your leader or a designated replacement.

Note: Independent Contractors and Consultants **do not** have the authority to make decisions for the organization.



Who has Authority

- The Board of Directors has ultimate authority and delegates power to the CEO.
- The CEO manages the affairs of the organization and assigns authority to leaders.
- Volunteer & Employee Leaders oversee spending, contracts, employment and legal matters based on their level of authority.
- Volunteers & Employees follow approved processes and stay within their assigned decision-making limits.





How this helps YOU

- Prevents confusion and provides guidance by clearly laying out authorities in the organization.
- Protects you and the organization by ensuring financial, legal and ethical decisions are made properly.
- Delegating authority allows the organization to run more efficiently without waiting for top-level approval on every decision.



Real-World Impact

What happens if you're on vacation and someone needs to approve a budget?

Your leader or approved delegate can step in and approve the budget! This policy ensures the organization keeps moving, with no delays or confusion about who's in charge.





Where to go for help

- The full Delegated Authority Policy can be found on the Volunteer Website or the Intranet and People System for Employees.
- Leaders who have questions about this policy or any other Corporate policy may contact the Corporate Secretary or the Chair of Governance and People.

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