

5.6 Instrument of Management

5.6.1 The Role, Duties and Responsibilities of the Executive

- 5.6.1.1 The Executive Board is that part of the Council to which Council delegates responsibility for the effective management and administration of the services necessary for the conduct of the affairs of the Federation.
- 5.6.1.2 Its duties and responsibilities are incorporated in the Memorandum, Articles and Rules and as set out in this Instrument of Management and are subject to the review of Council.

Role

- 5.6.1.3 The constitution of the Executive is defined in Article 36. Rule 5 states that the duties and responsibilities of members of the Executive shall be laid down in Standard Procedures approved by Council. Additional responsibilities in relation to Regions and Branches are contained in Rule 8. Council has executed this Instrument of Management in accordance with the provisions of Article 35(b) whereby it has power to delegate the following duties and authority to the Executive Board.

Duties and Responsibilities

- 5.6.1.4 To exercise strict control of all expenditure and the use of funds provided specifically to fulfil its role, duties and responsibilities as are herein set down.
- 5.6.1.5 To be responsible for the management of the affairs of the Federation.
- 5.6.1.6 To agree the Federation's overall annual budget, as prepared by Treasury Committee, for approval by National Council.
- 5.6.1.7 To be responsible for the monitoring of performance against the Federation's annual budgets and business plans including those of the Federation's Standing Committees and Subsidiary Operating Companies and reporting the same to National Council.
- 5.6.1.8 To examine and implement ways of improving efficiency.
- 5.6.1.9 To appoint and exercise overall control and supervision of the Head of Operations who will be delegated such authority deemed necessary to provide for the orderly management of staff and administration of the essential services to meet the needs of all departments of the Federation.
- 5.6.1.10 To exercise overall supervision of the management and administration of branches and regions as provided for in the Memorandum and Articles of Association and the Rules.

- 5.6.1.11 To provide adequate facilities for conducting the affairs of the Federation and the storage and safe custody of all essential records.
- 5.6.1.12 To ensure that all Federation property and equipment is properly maintained.
- 5.6.1.13 To submit appropriate reports to each meeting of the National Council which give a true and fair picture of the Federation's overall performance and management.
- 5.6.1.14 To set up a Conference Committee as provided for under Rule 10(d).
- 5.6.1.15 To attend meetings of the National Council as set down in Article 38.
- 5.6.1.16 To ensure that all applications for membership of the Federation shall fulfil all the conditions as may be laid down for accepting application for membership.
- 5.6.1.17 Convene meetings of the Executive Board as considered necessary and to record the proceedings in the approved manner, copies of which shall be distributed as follows:
- All members of the Executive
All National Councillors
All Regional Secretaries
Master file

Authority

- 5.6.1.18 This Instrument of Management confers on the Executive Board all the authority that shall be exercised in the due performance of their duties and responsibilities as herein set down.
- (a) To carry out the role assigned to it within the financial limits imposed by the annual budget or by National Council if not included in the annual budget.
- (b) To rule on matters referred to it by the Head of Operations relevant to management and administration of the essential services of the Federation and/or staff employed having the authority to engage and dismiss employees within the allocated budgets.
- (c) To rule on any matters relevant to the proper management and administration of regions and branches as provided for under Rule 8 sub-sections (d) (e) (f) (h) and (i) with the authority to suspend from office any region or branch committee or any individual office holder on those committees.
- (d) To implement Rules 8(c) (d) (e).
- (e) To purchase any real property or capital equipment that may be deemed necessary within any financial limits imposed by the

annual budget or by National Council if not included in the annual budget.

- (f) To expend sums of money from a contingency budget without the approval of National Council.