



Cook Islands Sports & National Olympic Committee

MANAGEMENT POLICY

1. POLICY

The Board appoints the Secretary General / Chief Executive Officer to ensure the efficient and effective operational management of the service.

2. SCOPE OF POLICY

This policy outlines the Secretary General / Chief Executive Officer's operational responsibilities and the relationship between the Cook Islands Sports & National Olympic Committee Board.

3. PRINCIPLES

- 3.1. Efficient and effective management.
- 3.2. CISNOC's Mission, Vision and Policies and Procedures are followed.
- 3.3. All funding requirements are met to the satisfaction of all parties.
- 3.4. All accountabilities and responsibilities are maintained between the Secretary General / Chief Executive Officer and the Board.

4. PROCEDURES

The Board meets monthly with the Secretary General / Chief Executive Officer to provide oversight and complete accountability checks of operational functions. The Board has oversight, or in some instances, takes practical responsibility for guiding the following:

- 4.1. Financial reporting details & financial management.
- 4.2. To evaluate CISNOC's internal control procedures to ensure fraud prevention measures are in place.
- 4.3. Carry out the Annual Performance review of the Secretary General / Chief Executive Officer.
- 4.4. Risk management through review of critical success factors for CISNOC.
- 4.5. Support CISNOC's Strategic Plan through the implementation of the Annual Plan.
- 4.6. Manage and monitor with the President the Service Risk Register.
- 4.7. On matters where there are significant human resource issues.
- 4.8. Funding contract compliance, planning and negotiation.
- 4.9. Fraud detection and prevention policies and procedures.
- 4.10. Other accountability detail and any other issues that may arise.
- 4.11. The Secretary General / Chief Executive Officer provides a written monthly report to the Board and is responsible for all aspects of the day to day functioning of CISNOC. Specifically, he or she has delegated authority to:
 - 4.11.1. Implement CISNOC's approved annual and strategic planning documents and budgets.
 - 4.11.2. Employ staff within the approved complement, undertake performance reviews, undertake disciplinary measures and dismiss staff.
 - 4.11.3. Act as an authorised signatory to CISNOC's accounts and payroll.
 - 4.11.4. Have final sign-off of all funding proposals, funding agreements and service contracts.
 - 4.11.5. Ensure continuous quality improvement systems are in place and the goals, objectives and contractual requirements of the organisation are being met.

Other Relevant Documents:

Governance

Financial Controls

Cook Islands Sports & National Olympic Committee's Strategic Plan & Annual Plan

Risk Management

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