



Policies and Procedures

Subject: Approvals - General Policy	Document Number: 302	Effective Date: 10/16/2023
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1. Authority to define approvals may be granted by:
 - a. The NJSI Bylaws
 - b. The NJSI Policies and Procedures as implemented by the NJSI Board of Directors
2. Workflow is defined as the sequence of administrative or other processes through which a piece of work passes through initiation to completion. For NJSI, this is typically related to payments or contracts that need to be executed.
3. Authority to create, modify, delete, or replace approval procedures shall be delegated as follows:
 - a. All decisions shall require the consent of the General Chair.
 - b. Primary ownership of maintenance of Approval workflows in any applications shall be the responsibility of the Finance Vice Chair.
 - c. The Finance Vice Chair shall coordinate with the General Chair and Admin Vice Chair for any issues related to the approval process.
4. Approval Workflows
 - a. Approval Workflows will reside within the currently supported form and workflow tools as approved by the BOD.
 - b. Administration and oversight of Approval Forms and related workflows is the responsibility of the Finance Vice Chair.
 - c. The Finance Vice Chair may delegate oversight access in-process workflows to LSC staff and BOD members as necessary.
5. Approval Authority
 - a. All approval processes shall include the Finance Vice-Chair
 - b. Final approval authority resides with the General Chair, unless identified and listed in Section 6 of this policy.
 - c. Approvals Required based on BOD Roles:
 - i. All requests initiated by the General Chair (regardless of type) require final approval by the Admin Vice Chair.
 - ii. All requests initiated by the Finance Vice Chair (regardless of type) require final approval by the General Chair.
 - d. Approvals for the General Chair may be reassigned to the Admin Vice Chair for final approval, so long as the Admin Vice Chair did not initiate the request.

6. Approval Procedures

- a. Athlete Travel Funding
 - i. Require approval by the Finance Vice Chair and the Senior Chair.
 - ii. Senior Chair approval can be reassigned to the Admin Vice Chair or General Chair.
- b. Coaches Travel and Education Funding
 - i. Require approval by the Finance Vice Chair and the General Chair.
 - ii. General Chair approval can be reassigned to the Admin Vice Chair.
- c. Officials Funding
 - i. Require approval by the Officials Chair, Finance Chair and Senior Chair.
 - ii. Senior Chair approval can be reassigned to the Admin Vice Chair or General Chair.
- d. Expense Reports
 - i. Require approval by the Finance Vice Chair and General Chair.
 - ii. Expense reports entered by the General Chair require final approval by the Admin Vice Chair.
- e. Check Requests
 - i. Require approval by the Finance Vice Chair and General Chair.
 - ii. General Chair approval can be reassigned to the Admin Vice Chair.
 - iii. Check requests by the General Chair require final approval by the Admin Vice Chair.
- f. Staff Payments
 - i. Require approval by the Finance Vice Chair and General Chair.
 - ii. General Chair approval can be reassigned to the Admin Vice Chair.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
001	10/16/2023	Restructure of P&P / Whole Document	E. Harse	BOD	NJS-0002