

## **Schedule of delegations Alderney Wildlife Trust**

This document sets out what each person in the AWT has the power to do. Such powers cannot be delegated further without the express approval of the Board. The schedule will be reviewed on a scheduled basis by the Board and upon request of the Operations team.

### **General duties**

#### ***The Board – Governance***

##### **Guards the mission and values of the Trust**

- Creates the strategy for the Trust, being actively involved in strategic sessions
- Owns and is responsible for the 5-year Strategic plan, after consultation with the CEO and other members of staff that form the Operations Team from time to time
- Creates and approves the yearly business plan, including funding objectives and development plans as agreed with the Operations Team
- Ensures there are adequate plans for succession for the Trust
- Has fiduciary obligations for the finances of the Trust
- Assess and ensure that the risk of the Trust is within its appetite and reasonable for a charity
- Enables the Operations Team to deliver on the 5-year and annual plans as approved by the Board.

##### **Oversight**

- Evaluates the performance of the Trust, under both the strategic plan and business plan
- Evaluates the Board's performance
- Evaluates the performance and reward for the CEO
- Approves the policies and codes of the Trust

##### **Insight**

- Ensures there are proper resources and capacity within the Trust for effective performance
- Takes action to increase resources where possible
- Responsible for the wellbeing of the organisation and staff
- Actively supports the Trust and the staff by abiding by the Schedule of Delegations

#### ***The Chief Executive - Operations***

##### **Operation**

- Oversees the daily operations of the Trust, either directly or through delegation of responsibilities to the Operations Team
- Contributes to the strategy including the 5-year Strategic Plan and ensures that the strategy is put into place
- Leads operational effort or manages the delegation of it through the Operations Team
- With the Board, creates and approves the yearly business plan and budgets including funding objectives and development plans and ensures delivery on it.
- Puts the succession plans into action
- Acts within the risk appetite set by the Board in making operational decisions
- Is responsible for adequately reporting the Trust's performance and adhering to the budgets set

N.b. Staff –a staff role may be paid or voluntary but it requires the staff member to have a defined role within the organisation, responding to its strategic plan and bound by its Policies and Procedures. Staff roles should also be defined through a job description and a contract with the AWT.

## **Management**

in line with the Trust's policies and procedures the management of:

- The staff and volunteers of the Trust
- Has the right to appoint staff/volunteers to the Operations Team
- Has the right to appoint or dismiss staff
- Has the right to appoint or terminate contracts with volunteers
- Keeps the board informed about issues and activities of the Trust

## **Financial powers**

### **Volunteers Staff, paid and volunteers**

Where given a specific task for or project can exercise spending for the purpose only for that budget and only to that budget limit, up to a total of £TBC 9<sup>th</sup> December 2019

### **Lindsay Pyne – Office Administration**

Where given a specific task for or project can exercise spending for the purpose only for that budget and only to that budget limit, up to a total of £TBC 9<sup>th</sup> December 2019

## **CEO**

Where carrying out a specific task or project can exercise spending for the purpose only for that budget allocation up to the value of the full budget.

Has additional budget responsibility outside budgets already assigned to specific projects (the flexible budget) up to ,£TBC 9<sup>th</sup> December 2019, in case of an extreme or immediate need which would not allow the process of normal budget review with the board. Any such additional expenditure should be reported to the board members by email and brought to the next board meeting.

### **The Chair and the Financial Director (or One board member and either the Chair or the Financial Director)**

Additional expenditure authorised between board/management meetings because it is not possible to obtain consent from the full Board within the necessary timeframe.

### **The Board as an entity**

To review and amend budgets as required and additional expenditure as authorised from time to time.

## **Speaking on behalf of the Trust**

Speaks on behalf of the Trust to the SOA, other organisations on all matters save for the ABO

Everyone is only authorised to make statements within these bounds and within the bounds of the Trust's articles.

### **Staff members (paid and voluntary)**

Can speak on their specific role, or express the Trust's agreed position on specific areas of operations as identified within their Job description or the Trust's policies and procedures.

N.b. Staff –a staff role may be paid or voluntary but it requires the staff member to have a defined role within the organisation, responding to its strategic plan and bound by its Policies and Procedures. Staff roles should also be defined through a job description and a contract with the AWT.

**Operations Team - Lindsay Pyne, Claire Thorpe, Mel Broadhurst-Allen**

Can speak on their specific role, or express the Trust's agreed position or those defined within the Trust's policies and procedures. Where the CEO or the Chair are not available, they can in agreement with one other of this group,

**CEO**

Can speak on Trust business with the Chair, or by himself when it is not possible to do so with the Chair, (when he must notify the Board of any statements made as soon as possible) that fall outside normal operations as defined within the operational plans and the Trust's policies and procedures.

**Board members**

Only where communications are approved by the Board in advance

**On matters relating to the ABO**

In view of the delicate relationship that the Trust has with the ABO, it is agreed that any statements made about the Alderney Bird Observatory's operation, organisation or its employees or officers, can only be made by the CEO and the Chair. In each case, the CEO or the Chair should agree the statement with each other and one other board member. Any such statement should be emailed to the Board for comment before issuing, though time restraints may require statements to be issued before all board members respond. Any such Statements should be reported to the Board at its next meeting.

If conditions allow requiring action from the Trust in relation to the ABO should be put before the board at the first opportunity by the CEO and/or Chair.

N.b. Staff –a staff role may be paid or voluntary but it requires the staff member to have a defined role within the organisation, responding to its strategic plan and bound by its Policies and Procedures. Staff roles should also be defined through a job description and a contract with the AWT.