

Alderney Wildlife Trust – Governance and Operation Team

Schedule of Delegations

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

General duties

Governance Team

Board Members

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 Management Team from time to time
- Creates and approves the yearly business plan, including funding objectives and development plans as agreed with the management 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 Management 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

Operations Team

The Chief Executive Officer (CEO)

- Oversees the daily operations of the Trust, either directly or through delegation of responsibilities to the Management 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 management 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

Operations Team

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

- The staff and volunteers of the Trust
- 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

Operations Team

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 £500 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.

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.

Volunteers and paid staff members

Where given a specific task for or project can exercise spending for the purpose only for that budget and only to that budget limit.

Governance Team

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 AWT

Governance Team

Chair

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.

Board members

Only where communications are approved by the Board in advance

Operations Team

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.

Senior Management Team (SMT) – defined within

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,

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.

Variation: 1.b.

Prepared: Emma Burrows & Roland Gauvain

Approved: Board of the AWT

Approved: November 2019, (reformatted for publication April 2023)