



## Scheme of Delegation

### 1. Purpose

This policy sets out how the Management Committee may delegate tasks and establish sub-committees (or appoint assistants) to support the effective operation of the Charity, while retaining overall responsibility and control.

### 2. General Principles

- The Management Committee retains **ultimate responsibility** for all decisions and activities.
- Delegation is for **efficiency and support**, not abdication of responsibility.
- All delegated activity must operate within a **clearly defined scope**.
- No delegated individual or sub-committee may act outside their agreed authority.

### 3. Types of Delegation

From time to time the Management Committee may decide to delegate some of its functions or specific tasks to appointed individual volunteers or sub-committees, in order to assist in the smooth running of the charity. These may be:

- Volunteers filling specific roles reporting directly to the Committee;
- Officers' Assistants, reporting to the Committee via an Officer; or
- A sub-committee.

#### 3.1 Volunteers Filling Specific Roles

The Management Committee is empowered to delegate defined functions to appointed volunteers as needed. These roles report directly to the Management Committee as a whole. Examples include (but are not limited to):

- Front of House Manager
- Production Co-ordinator
- Membership Secretary
- Webmaster
- Librarian

These roles must have **written role descriptions** and may be created or dispensed with at any time by the Committee.

### 3.2 Assistants to Officers and Officers' Teams

Officers of the Management Committee are empowered by the constitution to appoint assistant/s to support them in carrying out their role. Assistants act **under the direction of the Officer** and have **no independent decision-making authority** unless explicitly granted. The Officer remains fully accountable for all actions taken.

Examples include (but are not limited to):

- Publicity Team
- Social Team

### 3.3 Sub-Committees

The Management Committee may establish sub-committees for ongoing functions such as fundraising, reviewing the constitution or specific policies, or the leadership of Young Stagers.

These must:

- Have **written terms of reference**;
- Have at least two members;
- Include **at least one Charity Trustee (Committee Member)**;
- Operate only within authority expressly delegated by the Management Committee;
- Report all proceedings fully and promptly to the Management Committee via a Trustee.

Non-member volunteers may be included where their skills or support are required.

### 4. Delegation of Powers

Where powers or functions are delegated by the Management Committee the delegation must be:

- Clearly defined (through **terms of reference** or a **role description**);
- Agreed by resolution of the Committee;
- Recorded in the minutes.

The Committee must specify:

- Scope of authority;
- A budget (if applicable);
- Duration of the delegation;
- Reporting requirements.

Delegation may be **amended or revoked at any time**.

### 5. Limits of Authority

Unless explicitly authorised in writing, sub-committees and assistants may NOT:

- enter into contracts on behalf of the charity,
- spend money or commit to expenditure on behalf of the charity,
- make policy decisions,
- or act as representatives of the Committee in a governance capacity.

All such decisions remain with the Management Committee.

## **6. Reporting Requirements**

All sub-committees must keep written record of proceedings and report **fully and promptly** to the Management Committee. Reports should include actions taken, any spending, decisions made within delegated authority, and any issues requiring Committee input. Significant matters must be reported **as soon as reasonably practicable**, not held until the next meeting.

## **7. Oversight and Review**

The Management Committee will **periodically review** all delegation arrangements. Sub-committees may be dissolved, reconstituted, or have their remit altered at any time by Committee decision.

## **8. Duration**

- Delegations and sub-committees are subject to periodic review as defined in their terms of reference.

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