

Scottish Bridge Union (SCIO Reg No SC051361)

Scheme of Delegation

Introduction

The Scheme of Delegation specifies the functions which can be delegated by the Board of Trustees to the Chair of the Board, to the General Manager, to any of the Committees of the SBU and to the Secretary to the Board.

Delegation of operational functions by the General Manager or the Convenor of a Committee will not be covered by this Scheme of Delegation.

The Scheme of Delegation is approved by the Board of Trustees and will be formally reviewed at least once every 3 years.

Compliance

Exercise by a delegate of a delegated responsibility has the effect as if it had been exercised by the Board of Trustees itself. A delegate may not further delegate without prior authorisation from the Board of Trustees.

Authority Reserved to the Board of Trustees

The following will be reserved to the Board of Trustees:

- Determination of the values, policies, and goals of the SBU;
- Approval of the Strategic Plan;
- Approval of new policies;
- Final approval of the annual budget;
- Approval of the Annual Accounts and Annual Return to OSCR;
- Authorisation of spend above a previously agreed limit;
- The appointment and dismissal of the General Manager;
- The delegation of functions of the Board of Trustees.

Delegations to the Chair of the Board of Trustees

- In the absence of the General Manager to take such measures as may be required to enable the organisation to function.
- To incur, within previously agreed limits, expenditure to meet the expenses of the role
- To sign the approved Minutes of the Board of Trustees
- To sign Annual Accounts and Annual Return to OSCR
- To set, following discussion with the General Manager, annual objectives for the General Manager
- To monitor, review and record the performance of the General Manager
- To issue communications on behalf of the Board of Trustees
- To represent the SBU externally

Delegations to the General Manager

- In carrying out the duties associated with the role and their personal objectives, take appropriate action to ensure the efficient and effective operation of the organisation
- To authorise operational expenditure below the level which has been previously set as reserved for Board of Trustees authorisation

Delegations to Committees

- The exercise of all functions and duties of that Committee as set out in its Terms of Reference
- The exercise of any special delegations to that Committee as set out in any Minute of the Board of Trustees
- Authorisation of spend up to a previously agreed limit

Delegation to the Secretary to the Board of Trustees

- Administer, circulate, retain, and publish as appropriate the records of all Board of Trustee business.

Document Control	
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