

## **Scheme of Delegation to the Officers**

### **A. INTRODUCTION**

An effective Board of Directors must agree the matters it wishes to reserve for Directors, and the matters of day to day responsibility for which the others are responsible, in this case the Club Officers (as defined in the Articles) and the Co-ordinators (together forming the management team) are responsible. It is important for the Board of Directors to be clear on the responsibilities it maintains and those which it delegates.

At the British Motorsports Marshals Club, the Club Officers are a team of three postholders – the Club Chairman, Club Secretary and Club Treasurer. Strong governance is essential to ensure that Directors and Members are aware of which actions are taken by an individual under which powers and which role.

### **B. PURPOSE AND SCOPE**

1. Within clause 7 of the Articles, the Directors are able to delegate powers to individuals.
2. The Scheme of Delegation specifies the authority delegated to the Club Officers and matters reserved for the Board of Directors.
3. It is intended that matters delegated to the Club Officers may be further delegated by them to the team of Co-ordinators, with no further authorisation required to do so.

### **C. FUNCTIONS AND RESPONSIBILITIES OF THE CLUB OFFICERS**

#### **1. Main functions**

The main functions and responsibilities of the Club Officers, as fully set out in their role profile, can be summarised as follows:

- i. The management of the Club on a day to day basis.
- ii. Management of the Co-ordinators, forming a management team, and ensuring that these Co-ordinators fulfil their duties to further work the of the Club in line with the strategies set by the Directors.
- iii. Ensuring that the Club remains solvent, and overseeing the budget.
- iv. Providing the other Directors with timely reports and necessary information to allow them to fulfil their governance responsibilities.
- v. Meeting on a regular basis with the other Directors in line with the Articles.

#### **2. Financial Management**

- i. The Club Officers are responsible for ensuring that there are suitable policies in place, approved and reviewed annually by the Board, for dealing with the financial management of the Club.
- ii. The Club Officers may:

- Authorise individual expenditure items up to a value of £5,000 where these have been approved within the annual budget;
- Sign contracts on behalf of the Club that involve a maximum contractual obligation of £15,000 and a maximum period of three years where these have been agreed by the Board; and
- Approve bank payments and sign cheques on the basis of the above.

iii. The Directors will approve budget sums for Regional and Special Interest Groups, and procedures for these will be set out separately to this document.

### 3. Reporting

i. The Club Officers are responsible for providing updates on the management of the Club, including management accounts, to the Directors quarterly.

### 4. External Representation

- i. Where a Club Officer represents the interests of the Club externally, that Officer must provide regular updates to the Directors on activities at the meetings of the Directors.
- ii. Where there may be any conflict between the interests of the Club, the individual and the external body, the Club Officer is bound to prioritise representing the interests of the Club.

### D. TABLE OF DELEGATED AUTHORITIES

The table below sets out a non-exhaustive list of matters that are reserved for the Directors, together with a full list of those areas where responsibility has been delegated by the Board to the Club Officers.

<b>SUBJECT</b>	<b>RESERVED FOR THE DIRECTORS</b>	<b>DELEGATED TO CLUB OFFICERS (AND IN TURN TO THE CO-ORDINATORS)</b>
Annual Report & Financial Statements	Approval of Annual Report and Financial Statements for submission to members through the AGM and issuing to Companies House.	Overseeing the creation of the Annual Report and Financial Statements and presenting this to the Directors.  Submission of the same to Companies House following all approvals.
Compliance	Overall responsibility to ensure that the Club is meeting its legal obligations in line with relevant laws.	Day to day work to ensure compliance and reporting to the Directors of compliance measures.
Corporate Governance	Ensuring that AGMs are called appropriately to allow Members of the Club to approve the Annual Report and Financial Statements, and to take votes on Directorships and constitutional matters.  Ensuring that Members' votes are enacted promptly and that the	Responsibility to organise AGMs, co-ordination of resolutions and issuing of agendas, papers and minutes of previous meetings.  Logistical arrangements for elections, distribution of notices and purchase of systems for holding ballots.

	<p>Club continually acts to further its objectives.</p> <p>Ensuring that elections are properly called, and that an agreed electronic voting system is approved.</p>	
Data Protection	Overall responsibility to ensure compliance with the Data Protection Act and UK GDPR.	Day to day work to ensure compliance and reporting to the Directors on compliance measures.
Directors	Ensuring that legal responsibilities of oversight are fulfilled in line with the Companies Act 2006, as well as other legislation.	Recommendations on Directors matters.
Finance	<p>Final approval of the financial strategy and Budget.</p> <p>Authorisation for all out-of-budget expenses above a value of £50.</p>	Oversight of the preparation of the annual accounts. Approval of financial commitments as outlined in section C above.
Functions and powers	Strategic management and administration of the Club.	The day-to-day management and administration of the Club in line with the strategy set by the Directors.
Income Generation	To take an active role in managing the income generation plans of the Club.	To oversee all income generation activity within the Club.
President, VPs and other honorary roles	To appointment Presidents, Vice Presidents and other honorary roles.	To manage the induction of all honorary roles. To ensure strong relationships are maintained with Patrons.
Public Relations	<p>Approval of communication strategies and objectives.</p> <p>Approval of communication plans in respect of major issues or plans, including responses to any material risk to reputation.</p>	Oversight of the Public Relations function within the Club.
Strategy	To determine the high level strategy for the Club, ensuring that this is in line with the aims of the organisation.	To deliver the strategy as determined by the Directors.
Volunteering	Policy matters affecting the volunteer body, including but not limited to volunteer engagement strategy, policies and safeguarding.	<p>Recruitment of all staff and volunteers.</p> <p>Supervision of any day to day issues, including training and implementation of policies.</p>