**Chief Executive’s Scheme of Delegation**

**Introduction**

This Scheme of Delegation sets out the authority delegated by the Board of Trustees (the Board) of The Organisation to the Chief Executive (or designated deputy/interim CEO when The Organisation is without a Chief Executive).

The Scheme of Delegation provides the authority to the Chief Executive to manage:

* the plans,
* budgets,
* property,
* staffing resources of the organisation and
* the governance framework to enable accountable, effective and efficient leadership of The Organisation.

**General**

The Chief Executive:

* Will work within The Organisation’s objectives, policies and priorities agreed by the Board, and has delegated responsibility for the effective and efficient management of the organisation, including determining everyday procedures and the implementation of Board approved strategy.
* Will, whilst working with the Chairperson and the Board, develop and implement the strategy for the organisation based on The Organisation’s vision, mission, values and goals.
* Will work with the Strategy, Marketing & Communications Committee of the Board and the management team to prepare 3-year strategic plans for approval by the Board.
* Will prepare annual operational plans and budgets for The Organisation, for approval by the Board based on the strategy and strategic plans.
* Will be responsible for reviewing the 3-year strategic organisational plans every 12 months to ensure that its objectives, targets and projections remain relevant to the prevailing operating conditions. The CEO will present progress reports twice yearly to the Strategy, Marketing & Communications Committee for review.
* Is responsible for ensuring the organisation is assessing and managing organisational risk on an ongoing basis and regularly reporting the findings to the Risk & Governance Committee.
* Will provide regular CEO reports and financial reports detailing income and expenditure against the approved organisational budget to the Board. Any concerns that arise outside of the reporting schedule will be drawn to the attention of the Board.
* Will update the Board on any need to review governance procedures with reference to the current legal and operational context.

**Finance**

The Chief Executive:

* Has delegated authority for the day-to-day financial management of The Organisation.
* Will submit a detailed annual income and expenditure budget to the Board. Once the Board has approved, the CEO has the delegated authority to manage the budget.
* Has delegated authority for expenditure of up to €20,000 for single transactions within the annual budget. For items outside the budget, the CEO may authorise expenditure up to €X,000.
* Has delegated authority to enter into contracts on behalf of The Organisation up to €Y,000 provided the expenditure is within agreed budgets. Any amount above that figure must be reviewed by the Board prior to execution.
* Will ensure that monthly management accounts are presented to the Audit & Finance Committee for review.
* Will ensure that an updated year-end budgetary forecast is presented in August/September to the Audit & Finance Committee for review.
* Operational responsibility for banking is delegated to the Chief Executive.
* Will ensure that the appropriate insurance covers are in place.

**Human Resources**

The Chief Executive:

* Has the responsibility to manage the staff and volunteers in an effective manner in line with The Organisation’s policies and procedures.
* Is delegated authority to recruit staff to fill vacancies that may occur and that are within the Board approved headcount for the organisation
* Is delegated to sign job contracts for staff below the grade of manager. Job contracts for manager grade must be signed by a Director/Trustee and the CEO.
* Will create a working environment in which diversity is valued, and individual differences and the contributions of all our staff are recognised and embraced.
* Will, upon the overall pay and rewards policy having been agreed by the Board, determine details of the application, except in the case of their own post where the Board will determine its application.
* Has the responsibility to review and update The Organisation’s employee handbook in line with relevant changes in legislation.

**Public Relations, Marketing & Communications**

The Chief Executive:

* Will be the principal spokesperson for The Organisation, within the policies and procedures of the organisation. The Board will refer all media enquiries to the CEO except those dealing with the Board and its governance in which case the Chair and another trustee will also be consulted.
* Is delegated authority to use the brand, logo and public image of The Organisation for communications and marketing purposes in relation to The Organisation’s strategic objectives and operational plans.
* Is responsible for the maintenance and update of The Organisation’s website.
* Will join/engage with relevant sector standards and networking bodies on behalf of The Organisation.

**Key Stakeholders**

The Chief Executive:

* Has the responsibility to manage the relationship of The Organisation’s key stakeholder. The CEO will prepare and annual relationship plan which will be presented to the Strategy, Marketing & Communications Committee for review.

**Health and Safety**

The Chief Executive:

* Is delegated responsibility for establishing Health and Safety guidelines documented in a Safety Statement and their operation within the agreed guidelines. The Chief Executive will report back to the Board any incidents.

**Legal and Regulatory**

The Chief Executive:

* Will ensure that the charity operates within its legal and regulatory requirements, including but not limited to compliance with charity law, the charities governance code, employment law and relevant data protection legislation.
* Will submit an annual compliance statement to the Board.
* Will prepare an annual update to The Organisation’s Governance Code Compliance Record Form for review by the Risk & Governance Committee and approval by the Board.
* Is delegated authority to prepare and submit the annual returns to the Charities Regulator.
* Is delegated authority to prepare and submit returns to the Lobbying Registrar.

**Income generation**

The Chief Executive:

* Is delegated responsibility to pursue income generating opportunities and to apply for grants and seek donations in line with The Organisation’s mission, purpose, values and financial policy. The CEO has the responsibility to keep the Board informed of potential sources of funding.
* Is delegated authority to prepare and submit funding applications from The Organisation’s core statutory funders.
* Is delegated authority to prepare and submit new funding/grant applications to statutory and philanthropic organisations for amounts up to €Z,000.
* Is delegated responsibility to prepare and submit reports and returns as specified in the grant/funding agreements to The Organisation’s funders e.g. Pobal (CSP, SSNO & DAF), DEASP (CE) HSE and DRCD.

**Further Delegation**

The Chief Executive:

* May, for the efficient management and proper operation of The Organisation, delegate responsibilities contained within this scheme to other employees. This further delegation of responsibilities does not release the CEO from overall responsibility as the most senior manager of The Organisation accountable to the Board.

**Reportable Events**

The Chief Executive:

* Will be expected to ensure that any irregularity that involves significant risk to the organisation that is likely to lead to significant financial loss or liability or adverse publicity, is reported to the Board.

**Terms of Review**

* The scheme of delegation will be reviewed annually by the Risk & Governance Committee to ensure it is relevant to the circumstances of the day. The scheme may also be reviewed and amended as requested by the CEO or the Board as specific issues emerge.

Approved by the Board on DD/MM/YYYY.