**Schedule of Delegated Authority (SODA)**

**Suggested introductory notes:**

This Schedule of Delegated Authority identifies the key areas of responsibility and authority of the Board, Board Members, Committees, Advisory Groups etc.

This SODA is a policy of the Board/National Counciland must be approved by the Board/National Council.

The Board/National Council may choose to review and remove the exercise of any power that is delegated at any time unless the delegation is specifically laid out in the Articles of Association.

Whilst the SODA identifies delegation to specific committees and individuals, any committee or individual may decide that a particular issue requires ratification at a higher level of authority.

Should there be any conflict between the information contained within this document and that provided within Articles of Association, the latter will take precedence.

[*amend as applicable for your association*]

**If you need help creating a SODA for your organisation just call us on 01379 788032 or email** **info@theamc.org.uk****.**

**Example Schedule of Delegated Authority for *[insert name]***

|  |  |
| --- | --- |
| Created on |  |
| Approved on | The SODA must be approved by the highest decision-making body in your organisation |
| Review on | We recommend an annual review |
| Version number | A document control system should be in place so that all are working to the current version. We suggest all previous versions are kept in archive format |

|  |  |  |
| --- | --- | --- |
|  | **Roles** |  |
| **Number** | **Issue** | **Board** | **Committee** | **Membership** | **Reference** |
| ***Policy*** |
| It is good to number the issues covered by the SODA so you may easily refer to them | Define the issue being addressed. Make sure it is clear and only deal with one issue at a time to maintain clarity | The roles will vary depending on your association. The columns here are just examples. Make sure you cover any role which has a responsibility | Here detail any policies, procedures or governance documents which refer to the issue. Be specific so you don’t have to hunt for the relevant clause or section |
|  | Overall strategy | Board is responsible for determining the direction, governance and management of the association | Committees may have delegated authority to implement elements of the strategy. This will be determined in terms of reference |  | Mem & Arts section xxCommitteeTerms of reference |
| ***Finance*** |
|  | Investment policy | Board has responsibility for drafting investment policy and after approval by the committee for monitoring performance and reporting | Approval of investment policy, and review of performance |  | Investment policy |
|  | Auditor appointment | Board has responsibility for short-listing potential Auditors | Approval of Auditor appointment | Ratified by members at AGM or, if necessary, an EGM | Articles of Association – Article xx |
| Keep adding headings and issues |  |  |  |  |  |

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