

InterClimate Network: Delegations

Item requiring approval	Basic approval	Advanced approval
Proposals for funding	To deliver a programme or activities that are part of agreed strategy: Operations Manager (copied to Secretary)	To deliver a programme or activities that materially differ from agreed strategy: Board
Signing contracts with funders	If in line with the terms at the Proposal stage: Programme Manager or Operations Manager	If any significant change between Proposal and Contract: Board
Committing Expenditure	a) Purchases < £400: Programme Manager b) Service Contracts in line with plans in Proposal, or < £400: Programme Manager	a) Purchases > £400 : Board b) Service Contracts not in line with plans in Proposal and > £400: Board
Payment to third party	If part of the normal, planned annual programme, or < £400: Treasurer (inform Programme Manager).	If not part of the normal, planned annual programme, and > £400: Board
Submission of financial information (e.g. tax return; annual report)	If part of the normal regular financial reporting: Treasurer (inform Programme Manager and Operations Manager).	If not part of the normal regular financial reporting: Board
<p><i>NB: When Board has to approve:</i></p> <ul style="list-style-type: none"> - Secretary to be informed at earliest possible date to give time for sensible consideration. - After review, Board may delegate Programme Manager, Operations Manager or Treasurer, as appropriate, to action/sign. 		