

Schedule 5
Delegation of Powers
for
Carradale Community Trust

DELEGATION OF POWERS

Any of the powers of the board may be delegated – to sub-committees or the Chair (Clauses 100-104). For each delegation of powers the following form should be completed:

Name of group	Eg finance sub-committee, Chair
Membership and appointment	Who can be a member (eg committee members, staff, co-opted members)? How and when are they appointed? How long does the appointment last? Who is the trustee member (clause 100)?
Chairing	Who chairs the sub-committee?
Meeting procedures	How often will the sub-committee meet? What is its quorum ? How many votes are required to carry a motion?
Record of meetings	How will minutes be recorded? Who will be responsible for taking these?
Reporting mechanism	How will the sub-committee report to the board? By whom? How frequently?
Functions and delegated powers	Specify the role and purpose of the sub-committee. Specify limits to their authority, ie are they advisory only? Specify when they can make decisions or take action without the specific approval of the board.
How long does the delegation last	Specify the time length (e.g. 6 months) for which the power(s) are to be delegated. At that time, the delegation of powers can be renewed if needed. Note that the Board retains the power to revoke the delegation at any time (clause 103).