



# Barts Choir

Registered Charity No. 273180

**Secretary:** Kate McGuire, 3 Pinks Mews, Church Road, Milford, Surrey, GU8 5JD

**E-mail:** [secretary@bartschoir.com](mailto:secretary@bartschoir.com)

**Website:** [www.bartschoir.com](http://www.bartschoir.com)

## **Barts Choir Scheme of Delegation of Responsibilities by Board of Trustees to Honorary Secretary**

The Board of Trustees has ultimate responsibility for running Barts Choir within the governing documents of the Constitution ensuring that it is solvent and well run, its core values adhered to, its strategic direction clear, and that it delivers outcomes consistent with its objects.

This scheme of delegation sets out the authority delegated by the Trustees of Barts Choir to the Secretary in order to manage the activities of the choir within Board-agreed strategies and budgets, and within priorities established annually and documented as choir objectives.

The scheme of delegation will be reviewed annually to ensure it is relevant to the ongoing circumstances.

The Board at its sole discretion may revoke this scheme of delegation at any time.

The matters approved by the Board on a regular basis will include:

- Overall strategic direction
- Appointment of Honorary Secretary and Honorary Treasurer from amongst the Trustees
- Appointment of Musical Director/Conductor
- Annual Charity objectives
- Annual plan and budget
- Contracts and other arrangements with third parties including individuals, partners and suppliers where such contracts include a commitment by the Charity with financial consequences for a period in excess of twelve months or a financial commitment in excess of £[5,000] or the giving of an indemnity by the Charity or the giving of any warranty by the Charity
- General levels of remuneration and associated increases for any third party suppliers
- High level policy decisions
- Loans, overdraft facilities, UK bank signatories
- Appointment of auditors
- Powers of attorney

### **Scheme of Delegation:**

The Secretary will act within the Charity's strategy, the annual plan and budget, the Charity objectives and the policies and procedures of The Charity and may:

1. Incur expenditure as agreed in the approved budget based on the requirements and controls of the established financial procedures
2. Approve single item transactions outside the annual budget from unrestricted funds up to £500, providing this is within the overall budget reserves
3. Approve and execute on behalf of the Charity contracts dealing with matters which are otherwise within the scope of these powers delegated to the Secretary save those for which the Board specifically retains the right of approval under this Scheme
4. Manage all aspects of third party appointments, supervision, remuneration, safety and security, subject to prior approval by the Board
5. Act as principle spokesperson for the choir



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6. Undertake other day-to-day activities to deliver the choir's strategy
7. Delegate any responsibilities contained within this scheme to other operational role-holders

## **Accountability**

The Secretary is accountable to the Board for the achievement of the strategy and annual objectives, and performance will be reviewed regularly.

The Secretary will report progress and any issues or concerns to the Board on a regular basis at each meeting and will advise the Board in a timely manner of all material matters currently or prospectively affecting the choir and its performance, including any potentially significant developments of a strategic, cultural, reputational, or financial nature, which should be reported in a timely manner and in a way which allows due consideration or action as appropriate.

The Secretary, in regular consultation with the Chairman, will ensure that agendas for Board meetings reflect the rhythm and nature of key business and provide a clear indication of progress against planned activity in line with the Board's core fiduciary responsibilities.