



[www.musica-workshops.com](http://www.musica-workshops.com)  
registered charity no.1150769

# **SCHEME OF DELEGATION**

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This Scheme of Delegation sets out how the Board of Trustees for Musica Workshops will operate to conduct business in respect of its Articles of Association.

### **GOVERNANCE**

No part of the governance of the Board of Trustees is delegated. All decisions regarding the overall management of the charity remain the responsibility of the Board of Trustees.

### **OPERATION**

Activities within the scope of the objects of the charity may be decided upon by workshop leaders provided that:

Funding for the activity is secured prior to the activity taking place

If no funding, or only partial funding, has been secured for the event the Trustees must agree to undertake the event through its formal decision-making processes as described by the Articles of Association

Such contracts as are necessary for the transfer of funds to the charity are in place prior to the event

Trustees have been advised of the activity through regular event planning updates prior to the event taking place

Staffing for the event has been agreed between workshop leaders

Such risk assessments as are required are undertaken prior to the event and all risks mitigated

Workshop leaders have ensured that all compliance requirements are fulfilled prior to the event

## **FINANCE**

The overall financial operation of the charity remains with the Board of Trustees as outlined in the Articles of Association.

The Board may delegate to a contracted administrator the facility to administer the bank account of the charity provided that:

All transfers from the bank account are authorised by a named Trustee prior to transfer

The named Trustee receives regular reports on the account with detailed explanations of funds in and funds out.

## **CONTRACTING**

Contracting for activity remains the responsibility of the Trustees

Workshop Leaders may sign contracts for activity provided that:

Trustees are aware that the contract is in production and have agreed the activity

Trustees are aware of any exceptional or unusual contract terms and have agreed them beforehand

The contracted administrator may not sign any contract on behalf of the charity unless written authorisation has been received from the named Trustee.

## **FUNDRAISING**

The management of fundraising remains the responsibility of the Trustees. Trustees may authorise fundraising activity where:

Individuals contracted to raise funds have been formally briefed about the objects of the charity and the scope and limits of any bids for funding

The remuneration of fundraising activity is contained within the bids being made so that no other remuneration is expected

The Trustees receive regular reports about bids made, under consideration, anticipated and decided.

Agreed at the July 2017 meeting of the Board of Trustees.