

The Military Vehicle Trust

SCHEME OF DELEGATION OF TRUSTEES AUTHORITY

The Military Vehicle Trust's Scheme of Delegation is a reference showing what authority trustees have delegated to members of its management committee and area administrators under the powers of the constitution detailed in the Trust's governing document (Memorandum & Articles of Association). It indicates where further details of the delegations may be found. The Scheme of Delegation empowers and enables timely and effective action by members of its management committee, area administrators, volunteers and staff working in partnership for the benefit of the charity and its beneficiaries. It ensures an appropriate level of delegation from the trustees so that there is effective input into decision-making. It also ensures that trustees are able to fulfil their legal and constitutional duties, through controls, which enable them to delegate, monitor and if necessary, withdraw the delegated authority if it is considered in the interests of the charity and its beneficiaries.

This Scheme of Delegation should be read alongside the constitution, the officers, trustees, management committee and area administration role descriptions, organisational policies and procedures and the codes of conduct for trustees, managers, administrators and members of the Military Vehicle Trust:

- Duties of Management Committee members
- Duties of Area Administrators (Area Secretaries / Area Treasurers)
 - Area member benefits (meetings & road runs)
 - Shows and events

Where matters are referred to in the attached Scheme as being delegated to the Chair, this empowers the Chair to delegate further to members of the management committee, area administrators, volunteers and staff (except where indicated). In these instances, the Chair remains accountable to the trustees for exercise of the powers delegated.

Where matters are not specified as delegated, they are reserved to the trustees. The trustees are not entitled to give away any of their authority permanently and retain the right to revoke, at their sole discretion, any or all of the powers delegated if, for example, there is concerned that:

- Delegated powers are not being used effectively in the interests of our charitable objects and beneficiaries
- The use of delegated powers is damaging the interests or reputation of the Military Vehicle Trust
- Delegated powers are being used against the letter or spirit of the Military Vehicle Trust's agreed policies and procedures.

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This Scheme of Delegation provides the framework for decision-making and action but there will be instances where it is not clear by whom an issue should be decided, or differences arise. The trustees expect every member of its management committee, area administrators, volunteers and staff to work constructively together to arrive at timely, clear pragmatic solutions within the spirit of our leadership values, our strategy and codes of conduct, to maximise the positive impact of our work. This Scheme of Delegation also indicates the key sources of advice to the trustees to assist the exercise of their functions.

Where other matters arise involving significant risk to the charity, but not defined in this document, these should be referred to the trustees. When implementing the Scheme of Delegation the trustees should define their threshold for 'significant risk' in this context in terms of governance, operational, financial, and external or compliance implications.

Except where otherwise stated, reference to a specific office holder applies to an individual nominated to act for them, for example during periods of leave or illness, or where the post is vacant.

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Delegated matter	Delegation by trustees to:	Limitation	Reference Document	Further delegation to:	Record of further delegation
Duties of the Management Committee					
Social Media	By invitation	Guidance from the trustees	<ul style="list-style-type: none"> Managers and Administrators Code of Conduct & role description 	N/A	N/A
Data Analysis	By invitation	Guidance from the trustees	<ul style="list-style-type: none"> Managers and Administrators Code of Conduct & role description 	N/A	N/A
Insurance	By invitation	Guidance from the trustees	<ul style="list-style-type: none"> Managers and Administrators Code of Conduct & role description 	N/A	N/A

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Delegated matter	Delegation by trustees to:	Limitation	Reference Document	Further delegation to:	Record of further delegation
Duties of the Area Administrators					
Area Meetings not intended to include members of the public.	Area Secretary	Subject to annual review Area meetings are intended for members to meet and socialise with other like-minded enthusiasts whilst exchanging information about historic military vehicles. Meeting protocol must follow the codes of conduct and consideration must be given to any members of the public who might attend these meetings, any presentations must not contain anything that might cause offence, etc. The Military Vehicle Trust will provide insurance and cover reasonable costs.	<ul style="list-style-type: none"> • Role descriptions • Area Set Up & Administration Policy - V5 • Managers and Administrators Code of Conduct 	Members	Members code of conduct
Road Runs not intended to include members of the public.	Area Secretary	This is a membership activity to promote the use of historic military vehicles that has limited opportunity for interaction with the public. The only static display will be parked vehicles.	<ul style="list-style-type: none"> • Managers and Administrators Code of Conduct 	Members	Members code of conduct
Attending events not organised by the Military Vehicle Trust.	Area Secretary	In addition to the Military Vehicle Trust members' code of conduct, guidance provided by the event organiser (who will have made their own arrangements for Safeguarding, etc.) must be followed and respected. If members wish to do anything to formally organise a Military Vehicle Trust event they must follow the requirements for any event requiring organisation, leadership and management of staff and volunteers that is open to members of the public.	<ul style="list-style-type: none"> • Members Code of Conduct 	N/A	N/A

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Delegated matter	Delegation by trustees to:	Limitation	Reference Document	Further delegation to:	Record of further delegation
Duties of the Area Administrators - Continued					
Request for budget	Area Secretary & Area Treasurer	To be approved by the management committee	<ul style="list-style-type: none"> Request for budget policy 	N/A	N/A
Any event requiring organisation, leadership and management of staff and volunteers that is open to members of the public.	Area Secretary	<p>To be approved by the management committee</p> <p>Meetings, road runs, school visits, area events and “show with in show” – The area must present a plan that has to be approved by the CoM. The plan will include a completed “Events Guidance and Risk Management” policy document (which points the author to Safeguarding and other requirements) and be accompanied with any request for budget (see the MVT Request for Budget Policy). If approved, appropriate insurance will be provided and costs covered in accordance with the Request for Budget Policy.</p>	<ul style="list-style-type: none"> Managers and Administrators Code of Conduct Role descriptions Area Set Up & Administration Policy - V5 Events Guidance & Risk Management Policy 	Volunteers	<p>Volunteers policy</p> <p>Members code of conduct</p>
			<ul style="list-style-type: none"> 		