

Delegation Policy & Schedule

Version	Approved by	Approval date	Review date
01	Board of Directors	August 2024	September 2025

Administering entity	Board of Directors
Purpose	This policy establishes the framework for the delegation of authority from the Board of Directors (BoD) of the International School of Global Leaders (ISGL) to various committees and individuals. It also elucidates the principles guiding these delegations and mandates periodic reviews to ensure they align with ISGL's objectives and standards.
Scope	This policy is binding for the BoD, Academic Board, Risk Management and Audit Committee, President, Senior Management Team and the entire ISGL academic community.
Definition of terms	a. Delegate: Any committee, staff member, or officer granted authority under this policy. b. Delegation of Authority: The act of entrusting specific responsibilities and decision-making capabilities to another. The delegating entity retains ultimate accountability for outcomes. c. Board of Directors (BoD): The collective body of internal and external directors responsible for the overarching governance of ISGL. d. Academic Board (AB): A blend of internal and external members mandated by the BoD to steer academic leadership. e. President: The leading executive authority at ISGL. f. Committee: A body established in accordance with ISGL's constitution. g. Director: A formally appointed director of ISGL. h. Person: Someone designated a particular role or title within ISGL.
Policy Principles	a. Delegations are bestowed upon roles, not specific individuals. However, individuals are accountable for decisions executed under their roles. b. All delegations must be exercised in conformity with prevailing laws, regulations, ISGL's Constitution, and associated policies. c. Delegates should exercise their power in accordance with ISGL's policies, procedures, and any relevant external regulatory frameworks. d. Every action taken under a delegation must be thoroughly documented and archived. e. Activities or decisions executed under a delegation should be communicated to, and recorded by, the primary delegating authority. f. Delegates are empowered to undertake tasks that complement their primary responsibilities. g. While delegates can solicit input from other staff or committees, the final decision rests with them. h. Where specific delegations need prior consultation, evidence of such consultations should be documented. i. Financial delegations should always be in line with the budgets endorsed by the BoD. j. Detailed guidelines for financial delegations can be found in the ISGL Procurement Standards & Procedures. k. The Delegation of Authority Schedule (Appendix 1) holds the official record of all sanctioned delegations. l. Delegations are subject to an annual review to validate their applicability and effectiveness.

Instruments of Delegation	ISGL's BoD has ratified terms of reference for its sub-committees and job descriptions, serving as the primary instruments of delegation.
Implementation	a. The BoD, in accordance with ISGL's Constitution, grants authority to designated sub-committees. These sub-committees are governed by comprehensive terms of reference that outline their responsibilities and decision-making latitude. The Delegation of Authority Schedule (Appendix 1) provides a more detailed perspective on these delegations. b. The Delegation of Authority Schedule (Appendix 1) holds the ultimate record of all approved delegations, superseding any prior versions.
Conflicts of Interest	Delegates confronted with potential or perceived conflicts of interest must refrain from acting on their delegated authority.
Breaches of Delegated Authority	Breaches are treated with utmost seriousness and can lead to interventions under the prevailing misconduct policy. Any party witnessing a potential breach has a duty to report it to the higher echelons of management or directly to the BoD.

Appendix 1 - Delegation of Authority Schedule

The Authority Delegation Overview outlines the principal powers and decisions present in the pertinent terms of reference or job descriptions. While there isn't a formal delegation for the Board of Directors' terms of reference (as the board's power to oversee the company is inherent in the company's Constitution), essential decisions are cataloged in this registry for clear recognition of decision-making capacities and for regulatory objectives.

Abbreviations:

BoD	Board of Directors
RMAC	Risk Management and Audit Committee
AB	Academic Board
ADC	Academic Development Committee
AC	Assessment Committee
SPP	Strategic Planning Policy
ToR	Terms of Reference

Related Documents

- a. Appendix 1 – Delegation of Authority Schedule
- b. Terms of Reference of the Board of Directors

Appendix 1 - Delegation of Authority Schedule

Delegation Authority Details	Source	Authority
Comprehensive management responsibilities.	Constitution	BoD
Oversight of budget, financial health and administrative tasks.	ToR BoD	BoD
Directional strategy, approving plans, and ongoing evaluation.	ToR BoD	BoD
Supervision of Risk Management.	ToR BoD	BoD
Supervision of the Academic Board.	ToR BoD	BoD
		Delegation
Creation of a framework for risk management and tracking of risk evaluations and risk register.	ToR RMAC	RMAC
Continuous monitoring of audit results for quality assurance.	ToR RMAC	RMAC
Management of strategic HR matters, employee training programs, future planning, workforce wellness and the overall institutional environment.	SPP	President
Oversight of academic governance, ensuring compliance and quality standards.	ToR AB	AB
Academic regulatory and quality checks: approval of academic policies and procedures and monitoring effectiveness of implementation	ToR AB	AB
Oversight of curriculum and academics: approval of courses, monitoring teaching efficacy, student outcomes, and supportive resources.	ToR AB	AB
Monitoring resources allocated to academic staff.	ToR AB	AB
Curriculum creation and evaluation, emphasising advisory roles and suggestions for the Academic Board.	ToR ADC	ADC
Formulating, tracking, evaluating, and advising on academic policies.	ToR ADC	ADC
Moderating assessments, ensuring outcome uniformity, finalising grades, and suggesting the list of graduates for Academic Board and Board of Directors' approval.	ToR AC	AC
Strategic operations and risk-handling procedures.	Position Description	President
Management and administration of routine operational activities.	Position Description	President
Management of financial operations and tasks.	Position Description	President
Supervision and management of teaching activities.	Position Description	Dean
Admission decisions in line with the policies approved by the Academic Board and reporting on enrolment metrics.	Position Description	President / Registrar
Oversight of student affairs, including enrolment processes.	Position Description	President / Registrar
Managing credit, transfer, and RPL processes as per Academic Board-sanctioned rules: academic-related decisions by Deans and general resolutions by the Registrar after discussions with the President.	Position Description	Registrar/Dean