
Glasgow Girls & Women FC

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Glasgow Girls FC

Scheme of delegation adopted on [5th May 2022]. To be revisited and revised, as appropriate every three years.

This scheme of delegation outlines the authorities and/or powers which the members of Glasgow Girls FC's Board of Management. Authority for the implementation of this scheme of delegation has been delegated to GGFC's Project Manager and GGFC's Development Manager. These senior staff members will remain accountable to the members of GGFC's Board of Management for the correct use of these authorities or powers. The Board of Management retain their legal responsibilities under the Charities and Trustee Investment Act (Scotland) and can revoke any of these authorities or powers at any time.

Governance

Authority/Power	Delegated to	Limitations	Reference
Examples: Reporting to OSCR or other regulators	Development Manager	Must adhere to OSCR rules and regulations	Link to OSCR Guidelines and Directives
Calling an AGM/EGM	Project Manager	Must follow our constitution	Link to the constitution
Changing constitution	Jointly, Project Manager and Development Manager	Must be approved by members	

Operational

Authority/Power	Delegated to	Limitations	Reference
Examples: Staff recruitment	Project Manager	HR and employment policies of the organisation must be followed	Link to HR policies, procedures provided by GCVS
Trade Union negotiations	Project Manager		

Finance

Authority/Power	Delegated to	Limitations	Reference
Examples:			
Expenditure	Project Manager	£50,000 max – finance sub-committee fully informed	Linked to appointed external auditor and to ban reconciliations and annual accounts.
Petty Cash	Project Manager	£600. Per month	
Income generation	Development Manager	Board of Management must be fully informed of all correspondence from funding bodies	Linked to income streams and cash flow forecasts and monthly bank reconciliations.
Appointment of Auditor	Jointly Project Manger and Development Manager	Board of Management must be fully informed of all correspondence with external auditors	Linked to business plan

Compliance

Authority/Power	Delegated to	Limitations	Reference
Examples:			
OSCR	Project Manager	Committee fully informed	
HMRC	Project Manager & Delegation to GCVS	Committee fully informed	Link to GCVS – Responsible for Employee salaries
ICO	Project Manager and Designated Staff Members Data Protection Officer	In line with policies, procedures. Committee fully informed of any serious incidents.	Link to Data Protection policies
Health & Safety	Project Manager		
Risk Assessment & Risk Management	Project Manager		

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version		

Reviewed: May 2025