

Board/ED Delegated Authorities

Key

- a** Decision making authority (approver)
- i** Input / Recommendation
- n** Notified

Function/Activity	ED	Board	Comments
Board of Directors			
Committee structure	i	a	
Delegated authorities	i	a	This document
Travel		a	Board approves events to which the board can travel. All bookings must be within policy. Treasurer approves payments.
Strategic Plan and Budget			
Approval of annual strategic plan	i	a	
Approval of annual budget	i	a	
Professional Advisors			
Appointment of external auditor		i	ISOC decision
Appointment of legal counsel	i	a	
Appointment of CPA firm	i	a	
Appointment of insurance broker	i	a	
Capital Structure			
Company taking out a loan	i	a	
Company making a distribution	i	a	
Insurances			
Insurance coverage	i	a	
Scope of D&O insurance	i	a	

Function/Activity	ED	Board	Comments
Banking Arrangements			
Opening or closing bank accounts	i	a	
Authorising signatories	i	a	
Cash management policy	i	a	
Investment policy	i	a	
Transfer between checking/savings	a	n	Treasurer to be notified
Transfer in/out of investments	i	a	
Legal Action			
Initiating legal action (except for debt)	i	a	
Initiating legal action to recover debt	a		
Responding to subpoenas civil suit criminal or investigative	a i	a	
Responding to legal action	i	a	
Media and Communications			
Communicating with press or media any staff talking to media major stories unrelated to ED/Board major stories relating to ED/Board	a a i	i a	Where the story relates to the ED/Board, then the Chair represents the board
Publication of company material minutes (inc resolutions) financials Board plenary presentation ED plenary presentation press releases contracts awards and details consultations	i i i i a a	a a a a	
Purchasing, Payments and Contracts			
Approval of accounting policies	i	a	
Execution of IANA contract	a	n	

Function/Activity	ED	Board	Comments
Purchasing, Payments and Contracts (continued)			
Execution/Renewal of contracts < \$250k pa, max 2+2+2 or 3+3 > \$250k pa or > 2+2+2 or 3+3	a i	n a	Maximum six years, either as 2+2+2 years or 3+3
Approval of orders and payments < \$250k, budgeted < \$25k, unbudgeted < \$100k, > \$25k, unbudgeted > \$250k, budgeted > \$100k, unbudgeted	a a a i i	n a a	
Asset disposals and write-offs < \$20k > \$20k	a i	n a	
Personnel			
Approval of personnel policies staff conflict of interest benefits severance	i i i i	a a a a	
Executive Director appointment compensation expenses approval goals/targets leave review termination travel - IETF meetings travel - other	i i a i	a a a a a n a	- Expenses managed by the treasurer on behalf of the board. - Leave managed by the Chair on behalf of the board. - All travel must be within policy.
Other staff appointment compensation expenses approval goals/targets leave review termination, up to 6 mths payment travel - IETF meetings travel - other	a a a a a a a a	i n i	- Termination limit to be replaced with reference to policy when policy is developed. - All travel must be within policy.

Function/Activity	ED	Board	Comments
IETF Meetings and Sponsorship			
Appointment of Global Hosts	i	a	
Sponsorship/fundraising targets	i	a	
Meeting fees			Under discussion
Venue selection selection of cities to evaluate approval of city contract(s) within agreed limits above agreed limits	a i a i	i a i a	- City approval based on recommendation in confidential site report - Limits for contracts are confidential and so not recorded here.