



**THE LEARNED SOCIETY OF WALES**  
**CYMDEITHAS DDYSGEDIG CYMRU**

THE NATIONAL ACADEMY – CELEBRATING SCHOLARSHIP AND SERVING THE NATION  
YR ACADEMI GENEDLAETHOL – YN DATHLU YSGOLHEICTOD A GWASANAETHU'R GENEDL

**Schedules of Delegation (Authority) and Terms of Reference**  
**(approved by Council, 24 June 2020)**

**A. Powers Delegated to the President**

- A.1 The power to approve policy statements and position statements and other public pronouncements on behalf of the Society and, as appropriate, to publish these.
- A.2 Subject to the provisions of the Royal Charter and bye-laws, to enter into discussions and negotiations with other persons, institutions, bodies or associations to further the objects of the Society.

**B. Powers Delegated to the General Purposes Committee**

Subject (a) to the inclusion in the Minutes of the relevant meeting(s) of the General Purposes Committee of a record of all action taken by the Committee under the following delegated powers, (b) to the provisions of the Royal Charter and bye-laws, (c) to consideration of the financial implications of decisions, and (d) to the existence within the Society's approved Estimates of Income and Expenditure of an adequate budget to meet any anticipated costs:

- B.1 The power to approve proposals relating to the Society's Programme of Events.
- B.2 The power to approve proposals relating to the Society's publications.
- B.3 The power to approve the conclusion of agreements with other persons, institutions, bodies or associations, and the terms of any such agreements.
- B.4 The power to institute and award Prizes up to an annual value of £500 for each Prize.
- B.5 The power to delegate further, on such terms and under such conditions as the Committee may determine, to the Honorary Officers (the President, the Vice-Presidents, the Treasurer and the General Secretary), any of those powers delegated to the Committee further to (B.1), (B.2), (B.3) and (B.4), above.

**C. Powers Delegated to the Finance Committee**

Subject to the inclusion in the Minutes of the relevant meeting(s) of the Finance Committee of a record of all action taken by the Committee under the following delegated powers:

C.1 Subject to adherence to overall expenditure limits as approved by Council, the power to approve the virement of expenditure between budget heads within the approved Estimates of Income and Expenditure.

C.2 The power to determine, demand, charge and receive fees (with the exception of Fellows' and other Members' Subscriptions and Admission Fees) in respect of any of the Society's activities.

C.3 The power to receive donations, bequests and other gifts on behalf of the Society and determine how they are spent/invested.

C.4 Subject to consideration of the financial implications of decisions and to the existence within the Society's approved Estimates of Income and Expenditure of an adequate budget to meet any anticipated costs, the power to approve policies relating to the appointment, appraisal, grading, pay and conditions of staff.

C.5 The power to approve arrangements in connection with the Society's bank account(s), insurances and investments.

C.6 The power to approve additional expenditure on new items not covered in the existing budget, or to reallocate spending between budget headings. In any financial year, the net effect of such decisions must not exceed £10,000 in additional expenditure across the whole budget.

C.7 The power to approve policies relating to the discipline, suspension and dismissal of the staff of the Society.

C.8 The power to delegate further, on such terms and under such conditions as the Committee may determine, to the Honorary Officers (the President, the Vice-Presidents, the Treasurer and the General Secretary), any of those powers delegated to the Committee further to (C.1), (C.2), (C.3) and (C.4), above.

**D. Powers delegated to the Fellowship Committee:**

D.1 The power to approve and implement a timetable for Fellowship nominations and elections each year, subject to compliance with the relevant Society regulations and the Council meetings timetable

D.2 The power to amend the nomination forms and guidance issued to proposers/nominees, subject to Council's approval of any changes to the election criteria/benchmarks

D.3 The power to set the agenda and content for Scrutiny Committee meetings, in order to ensure consistency of processes

D.4 The power to agree the process by which unsuccessful nominees may be given feedback

**E. Powers Delegated to the Human Resources Committee**

Subject to the inclusion in the Minutes of the relevant meeting(s) of the Human Resources Committee of a record of all action taken by the Committee under the following delegated powers:

- E.1 The power to approve policies relating to the discipline, suspension and dismissal of the staff of the Society.

**F. Powers Delegated to the Honorary Officers** (the President, Vice-Presidents, Treasurer and General Secretary), acting jointly and, as necessary, by majority decision

Subject to the submission to the next meeting of the Council (and, as may be appropriate, to the next meeting(s) of the General Purposes Committee and / or the Finance Committee) of a report on all action taken by the Officers under the following delegated powers:

- F.1 The power to approve additional expenditure, up to a limit of £5,000, on any item for which an adequate budget does not already exist within the approved Estimates of Income and Expenditure.

- F.2 The power to approve amendments to approved procedures for the nomination and election of Fellows and Honorary Fellows.

- F.3 The power to approve proposals, bids and applications for grants and other funding and their submission to other organisations.

- F.4 The power to delegate to an Executive (with its members being the Officers, the Chief Executive and Clerk) the conduct to support business of the Society for the purpose of ensuring the effective management of the day-to-day business of the society.

- F.5 The power to delegate further, on such terms and under such conditions as the Honorary Officers may determine, to the Chief Executive and Secretary such powers as may have been delegated to the Officers by the Finance Committee in respect of (a) demanding, charging and receiving fees in respect of the Society's activities; and (b) receiving donations, bequests and other gifts on behalf of the Society.

**G. Powers Delegated to the Chief Executive and Secretary (Clerk)**

- G.1 The power to approve expenditure within budgets approved as part of the Society's Estimates of Income and Expenditure.

G.2 Subject to the submission to the Treasurer and to the next meeting of the Finance Committee of a report on all such expenditure, the power to approve additional expenditure, up to a limit of £500, on any item (including the engagement of casual staff) for which an adequate budget does not already exist within the approved Estimates of Income and Expenditure.

