



Effective Date: 01 June 2023

## 1. Introduction

The Scheme of Delegation Policy outlines the delegation of authority and decision-making structure within the Historic Aircraft Flight Trust (HAAF). This policy aims to provide clarity, transparency, and accountability in the distribution of responsibilities and decision-making powers across the organization.

## 2. Scope

This policy applies to all employees, volunteers, contractors, and individuals associated with the HAAF who hold positions of authority or decision-making responsibility.

## 3. Principles

### a. Accountability:

- Individuals with delegated authority are accountable for their actions and decisions within their assigned roles.

### b. Transparency:

- The scheme of delegation and decision-making structure shall be clearly communicated to all relevant individuals within the HAAF.

### c. Delegation:

- Authority and decision-making powers shall be delegated appropriately and in line with individuals' capabilities, roles, and responsibilities.

### d. Oversight:

- The Trustees shall provide oversight and ensure the effective implementation of the scheme of delegation.

## 4. Delegation Framework

### a. Trustees:

- The Trustees holds ultimate responsibility for the governance and strategic direction of HAAF.

- The Board shall delegate certain authorities and decision-making powers to key individuals and committees within HAAF.

### b. Leadership:

- The Leadership Team; Head of Operations, Head of Engineering, Head of Engagement and the Flight Safety Officer, may hold delegated authority to make decisions within their respective areas of expertise and responsibilities.

- Specific areas of delegated authority may include financial management, human resources, program implementation, and partnerships.

### d. Committees and Working Groups:

- The Board may establish committees and working groups to focus on specific areas of governance, oversight, or operational matters.



- The committees and working groups shall operate within defined terms of reference and may have delegated authority to make decisions within their designated areas.

e. Individuals and Staff:

- Authority and decision-making powers shall be delegated to individuals based on their roles, expertise, and responsibilities.
- Delegations may include budgetary approvals, project management, recruitment, and other relevant areas.

### 5. Delegation Process

a. Delegation of Authority:

- Delegation of authority shall be documented and clearly communicated to individuals holding delegated responsibilities.
- The extent of authority, decision-making powers, and any limitations or conditions shall be specified in writing.

b. Review and Accountability:

- Delegations of authority and decision-making powers shall be periodically reviewed to ensure their continued relevance and effectiveness.
- Individuals with delegated authority shall be accountable for their decisions and actions and may be required to report on their activities as per the specified reporting structure.

### 6. Policy Review

This policy shall be reviewed periodically to ensure its continued effectiveness, alignment with best practices, and compliance with applicable laws, regulations, and governance standards. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.