Delegation of Authority Matrix

Restricted operational approval framework

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Board approval	02 November 2026
Custodian	President / Head of Administration and Operations / Relevant function

This policy was approved by the Board of Directors of Rawdah Youth Organization on 02 November 2026 and is in force from that date.

1. Purpose and relationship to the Constitution

This matrix establishes who may propose, review, approve, execute, record and supervise RYO activities. It supplements but does not amend the Constitution, Board resolutions, external legal mandates or any donor-imposed controls.

2. Governance and executive separation

The Board sets policy, approves budgets, reviews major commitments and oversees risk. The Founder and President exercises legal representation under the Constitution. The President's General Delegate may act only within an express written mandate. Day-to-day management is coordinated by the Head of Administration and Operations. The Executive Director position remains unfilled, and these operational duties do not create that office.

3. Binding rules

No title by itself confers unrestricted signatory power. Approval and bank execution are different acts. An officer cannot authorise their own reimbursement, self-assess a conflict, or override required independent review. Any ambiguity is escalated to the President and the competent Board body before commitment.

4. Authority levels and documented limits

The Board must approve actual financial thresholds and approval combinations in an annex before this matrix is used as an executable mandate. Until then, no unassigned officer may make commitments outside existing bank mandates, Constitution and prior valid authorisations.

5. Contract and partnership approvals

Strategic partnership agreements, donor grants, leases, loan obligations, institutional commitments, and contracts presenting legal or reputational risk are approved by the body empowered under the Constitution and signed only by a duly authorised representative. Operational staff may negotiate drafts but cannot bind RYO without authority.

6. Hiring, personnel and safeguarding

Job descriptions and recruitment processes are prepared by operational management. Appointment and contract approval follow applicable HR rules and delegated limits. Allegations involving safeguarding, sexual exploitation, abuse, corruption or senior officers bypass ordinary reporting lines where independence requires escalation.

7. Exceptional and emergency decisions

Urgent protective action may be taken to prevent harm to a child, beneficiary, staff member or RYO property. Any financial or legal commitment must still be documented and referred for prompt independent ratification. Emergency status is not permission to disregard law, donor rules or bank security.

8. Monitoring and delegation register

A restricted register will identify the delegating authority, delegate, activities permitted, monetary ceiling, validity period, geographic scope, substitutes, revocation procedure and documentary evidence. The custodian reviews all active delegations at least quarterly.

9. Publication and review

Do not publish completed signatory powers, private identification details, electronic banking arrangements or sensitive monetary thresholds. A public summary may describe accountability principles. Review annually and whenever key appointments, accounts or donor requirements change.

Operational control table

Decision / action	Proposer	Approving authority
Annual budget and strategic plan	Head of Operations / program leads	Board, per Constitution
Routine procurement within approved budget	Program lead / requester	Authorised officer within written limit
Exception / unbudgeted commitment	Requesting unit	President or Board as delegated
Grant proposal submission	Program lead / fundraising	Authorised President / delegate
Legally binding agreement	Authorised negotiator	Competent statutory authority
Staff recruitment and employment contract	Operations / HR	Authorised appointing authority
Payment initiation	Finance / requester	Approver per approved threshold
Bank mandate or signatory change	President / Finance	Board or authorised statutory authority
Sensitive incident investigation	Safeguarding / complaints focal point	Independent non-conflicted officer/committee
Access to personal information	Relevant authorised staff	Data protection responsible function

Implementation and version control

For effective operation of this RYO policy, approve and record the full text and any internal threshold, signatory or role annexes; appoint its custodian; confirm training and operational readiness; and retain the authorised master version with the approval minutes. Review annually or on material changes.

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Policy custodian: Relevant designated officer Version: 1.0 (approved)