

Standard 3F: Delegation of Authority Policy

Sutter Buttes Regional Land Trust

Delegation of Authority Policy

Policy and Background

The Board of Directors delegates authority to the Executive Committee to act on its behalf under special circumstances, such as a time-constrained requirement for action on an issue of significant importance to the organization. Examples include the execution of land transactions (donation, purchase, sale, or similar); execution of contracts; deliberation and action on personnel issues; expenditures within the scope of the approved budget-, decisions on investments; transfer, re-designation, or reallocation of funds; submission of proposals and requests for funding; and other actions of a defensible emergency nature.

In deliberating such action, the Executive Committee shall ensure the action complies with the Bylaws of the organization, that no conflicts of interest exist per the Land Trust's Conflict of Interest Policy, and that land transactions meet any and all criteria and procedures established by the Board for the evaluation and execution of such actions, e.g., Project Selection Criteria and related policies and procedures for evaluating and accepting fee land or easement acquisitions. If transaction work is completed by a secondary entity, the Executive Committee must still review each transaction and related project documentation to ensure the project is consistent with selection criteria and review and approval procedures

The Executive Committee must have received sufficient information in writing prior to approval to make an informed decision, e.g., project location, project size, analysis of how the conservation values of the project compare to the organization's criteria/mission, public benefits, number and type of reserved rights retained, and anticipated stewardship obligations and costs. If a project changes substantially from initial review and conceptual approval, then the organization updates the board or delegated decision-making authority before the project is completed.

In the event of Executive Committee action under the terms of this policy, the Executive Committee must document deliberations (such as committee meeting minutes or emails) and ensure the full Board is advised of the action by an expedient means as soon as possible following the action.

Such delegation of authority shall be in effect upon adoption of this policy by the full

Board and remain in effect unless and until the full Board takes action to withdraw or limit the authority.

The Board of Directors shall review and evaluate the effectiveness of its delegation policies and procedures and the nature and outcomes of actions and/or transactions the Executive Committee has executed under this delegation policy as part of its regular self-evaluation, and may, at its discretion, withdraw such delegated authority for any or all transactions that may otherwise fall under the purview of this policy regarding delegation of authority.

Adopted _____
Reviewed By _____ Board
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