

### 13. Delegations to Centre Manager

OVERALL RESPONSIBILITY

BOARD

DAY TO DAY OPERATION

CENTRE MANAGER

**The Board gives delegation to the Centre Manager, as also outlined in the relevant TNC Board Policies and the Centre Manager role description, to;**

1. Recruit and employ staff to established centre positions.
2. Carry out performance management and disciplinary action (including dismissal) of centre staff.
3. Undertake any enquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion the centre manger may initiate formal disciplinary procedures by forwarding relevant information to the Board for this purpose.
5. Conduct initial investigations into any complaints received against staff members.
6. Grant short-term leave of absence for both sick leave and discretionary leave. Leave of 10 days or more continuous duration, whether with or without pay, must be approved by the Board
10. Engage contractors for maintenance and other works, such works having been approved by the Board through a maintenance plan or special project.
11. Authorise expenditure and payments as approved by the Board in the Budget.
12. Undertake applications for grants and fundraising,
13. Sub delegate tasks to centre employees by agreement with the Board.

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| Updated by: | Date board Approved: | Next review due date: |
| N Compton   | 15 Feb 2022          | February 2024         |