

Approval and Delegated Authorities

Approval Authorities

Role	Approval Authority
Board Directors (except for Board Chair)	Board Chair
Board Chair	Treasurer
Executive Director	Treasurer
All other Covered Individuals	Executive Director

Delegated Authorities

Key

- a** Decision making authority (approver)
- i** Input / Recommendation
- n** Notified

Function/Activity	ED	Board	Comments
Board of Directors			
Committee structure	i	a	
Delegated authorities	i	a	This document
Travel		a	Board approves events to which the board can travel. All bookings must be within policy. Treasurer approves payments.
Strategic Plan and Budget			
Approval of annual strategic plan	i	a	
Approval of annual budget	i	a	
Professional Advisors			
Appointment of external auditor		i	ISOC decision

Function/Activity	ED	Board	Comments
Appointment of legal counsel	i	a	
Appointment of CPA firm	i	a	
Appointment of insurance broker	i	a	
Capital Structure			
Company taking out a loan	i	a	
Company making a distribution	i	a	
Insurances			
Insurance coverage	i	a	
Scope of D&O insurance	i	a	
Banking Arrangements			
Opening or closing bank accounts	i	a	
Authorising signatories	i	a	
Cash management policy	i	a	
Investment policy	i	a	
Transfer between checking/savings/money market accounts	a		
Transfer in/out of investments	i	a	
Legal Action			
Initiating legal action (except for debt)	i	a	
Initiating legal action to recover debt	a		
Responding to subpoenas civil suit criminal or investigative	a i	a	
Responding to legal action	i	a	
Media and Communications			

Function/Activity	ED	Board	Comments
Communicating with press or media any staff talking to media major stories unrelated to ED/Board major stories relating to ED/Board	a a i	i a	Where the story relates to the ED/Board, then the Chair represents the board
Publication of company material minutes (inc resolutions) financials Board plenary presentation ED plenary presentation press releases contracts awards and details consultations	i i i i i a a	a a a a a	
Purchasing, Payments and Contracts			
Approval of accounting policies	i	a	
Renewal of IANA contract	a	n	
Purchasing, Payments and Contracts (continued)			
Execution/Renewal of contracts < \$250k pa, max 2+2+2 or 3+3 > \$250k pa or > 2+2+2 or 3+3	a i	n a	Maximum six years, either as 2+2+2 years or 3+3
Approval of orders and payments < \$250k, budgeted < \$25k, unbudgeted < \$100k, > \$25k, unbudgeted > \$250k, budgeted > \$100k, unbudgeted	a a a i i	n a a	
Asset disposals and write-offs < \$25k < \$100k, > \$25k > \$100k	a a i	ai a	
Personnel			
Approval of personnel policies staff conflict of interest benefits severance	i i i i	a a a a	

Function/Activity	ED	Board	Comments
Executive Director appointment compensation expenses approval goals/targets leave review termination travel - IETF meetings travel - other	i a a a a a a a a	a a a a a n i	- Expenses managed by the treasurer on behalf of the board. - Leave managed by the Chair on behalf of the board. - All travel must be within policy.
Other staff appointment compensation expenses approval goals/targets leave review termination, up to 6 mths payment travel - IETF meetings travel - other	a a a a a a a a	i n a a a i	- Termination limit to be replaced with reference to policy when policy is developed. - All travel must be within policy.
IETF Meetings and Sponsorship			
Appointment of Global Hosts	i	a	
Sponsorship/fundraising targets	i	a	
Meeting fees	i	a	
Venue selection selection of cities to evaluate approval of city contract(s) within agreed limits above agreed limits	a i a a i	i a i a	- City approval based on recommendation in confidential site report - Limits for contracts are confidential and so not recorded here.