

Document 240	Schedule of Matters Reserved for the Board
What is this?	This is Carriglea Cáirde Services' Schedule of Matters Reserved for the Board.
Governance Code Section:	4.1 (d)
Notes:	The Schedule of Matters Reserved for the Board is designed to identify areas/operations of the organisation which are the responsibility of the Board <i>only</i> . In certain cases, duties/responsibilities of the Board are delegated to the CEO, and these are detailed in this document as well.

Carriglea Cáirde Services

Schedule of Matters Reserved for the Board of Directors

The schedule of matters reserved for the Board's consideration includes:

- The Company's strategic plans and annual operating budgets;
- Projects outside the scope of the strategic plan;
- Property and Business acquisitions and disposals;
- Litigation;
- Appointment/Removal of Subgroup Chairs and Members;
- Appointment/Removal of Chief Executive Officer;
- Appointment/ Removal of Auditors;
- Appointment/ Removal of Solicitors;
- Approval of Borrowing/Finance Facilities;
- Approval of Contracts with term exceeding one year or financial liability on Carriglea Cáirde Services exceeding €50,000;
- Annual Review of Risk and Internal Control; and

CEO's delegated responsibilities (for board responsibilities)

The board of directors is ultimately responsible for Carriglea Cáirde Services. This policy establishes the delegation of certain duties and responsibilities of Carriglea Cáirde Services from the Board of Directors and to the Chief Executive Officer (CEO).

Overall Duties and Purpose: To implement the strategic plan and to lead and manage Carriglea Cáirde Services' staff members, programmes, projects, finances, pricing and all other administrative aspects so that Carriglea Cáirde Services' ongoing mission, vision, and strategies are fulfilled within the context of Carriglea Cáirde Services' values as approved by the Board of Directors. The CEO shall have responsibility and authority over all areas of the organisation including any subsidiaries. The CEO is also responsible for preparing materials for Board consideration and for preparing materials for any future strategic planning process.

Contracts and Leases: To enter into a contract, lease, or execute and deliver an instrument in the name of and on behalf of the company as authorised through approved budgets and/or resolutions by the Board of Directors and in line with the signature and contract approval levels. The CEO shall maintain records of all contracts, leases and legal instruments at the headquarters of the company.

Delegation of Secretarial and Financial Duties: The following duties have

been delegated to the CEO:

Financial Supervision: The preparation of proposed budgets for consideration of the board, and ensuring that Carriglea Cáirde Services operates within budgets approved by the Board of Directors.

Receipt of Funds: The receipt and deposit of funds in a bank designated by the Board of Directors. This delegated responsibility includes endorsement of checks for deposit, maintenance of records of receipts and accounts receivable, and billing.

Disbursement of Funds: The disbursement of funds within the budgeted amounts approved by the Board of Directors and within the signature approval levels policy.

Financial Records: The keeping of records of all revenue and expenses and the preparation of monthly and periodic statements in regard thereto including the records of membership dues, payments, and invoicing.

Business Records: The keeping of all minutes and records of meetings and correspondence pertinent thereto.

Investment of Surplus Funds: The Finance & Audit subgroup and CEO, as a collective body, are authorised to invest surplus funds. The CEO is responsible for the keeping of all associated record.