

DOA	
Introduction	
<p>The Board delegates authority to the Chief Executive Officer (CEO) for certain activities and transactions to facilitate the business activities of Water.org (“Water.org” or the “Organization”). The CEO will not undertake actions that will jeopardize the financial stability and/or 501(c)(3) tax exempt status of the Organization or make decisions that do not reflect the prudent use of financial resources or risk management.</p> <p>Through this document, we summarize the authority the CEO is conveying in the Delegation of Authority {Link} to other positions in the Organization, with separately designated limits, in order to facilitate the smooth operations of the Organization. The Delegation of Authority applies to the entire organization including all subsidiaries, affiliates, or ventures that are controlled by it.</p> <p>The Delegation of Authority better aligns with organization hierarchy, process mapping and role definitions specifying functional approval, scopes and limits as well as the required prior interfaces with other areas of the organization. Additionally, it brings clarity between the internal authority to approve specific operational actions and the legal approval to act as an authorized signatory.</p> <p>For the avoidance of doubt, this Delegation of Authority establishes the process for approving transactions within the organization. If a transaction approved according to this Delegation of Authority requires a signature from Water.org or any of its branches and/or affiliated entities, such signature shall be performed by the authorized signatory of each respective entity {link to the board resolution with the authorized signatories per entity}.</p> <p>In no case shall any section of this document take precedence over incremental Administrative or Departmental procedure that may require a higher approval or transaction action or follow more specific management instruction.</p> <p>All staff and management of Water.org must be aware of and acknowledge the Delegation of Authority.</p> <p>The purpose of the Delegation of Authority Policy is to establish the formal means of communicating the authority limits necessary for the approval of the daily business transactions throughout the Organization. If a transaction approved according to this Delegation of Authority requires a signature from Water.org or any of its branches and/or affiliated entities, such signature shall be performed by the authorized signatory of each respective entity {link to the board resolution with the authorized signatories per entity}.</p> <p>Every effort is made to maintain a clear and consistent delegation throughout the Organization to expedite operations. All authority for Organization action is derived from powers delegated by the Board of Directors to the CEO. In turn, the CEO delegates some of those powers deemed necessary to the President &amp; COO and the Executive Committee (EX Committee).</p> <p>Individuals authorized for approval limits should understand that the authority carries reasonable accountability, and it is their responsibility to manage and control spending and operations within their approval limits. An authorization to spend the organization’s money is not an authorization to exceed approved annual budgets.</p> <p>It is also understood that in no case shall transactions be fragmented in order to circumvent the designated limits, and if a person is unwilling to accept full responsibility the items should be passed to a higher level for approval.</p>	

DOA Section	
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DOA
GENERAL RULES
<p><b>Compliance Documentation</b></p> <p>Employees and management executing contracts or agreements, and approving transactions, are required to ensure that they have proceeded within all appropriate processes and procedures. If a specific item is not referenced in this document, it is the individual's responsibility to look in additional Organizational Policies or documentation to determine the appropriate process or procedure.</p> <p>Appropriate documentation for authorizing a transaction can take various forms, including the initialing of final contracts, approval forms, memorandums, email, or other electronic communications. All contracts shall be maintained with documentation of the appropriate approvals and the final executed version sent to the Contracts/Legal Department (contracts@water.org).</p> <p>When using a scanned image of another employee's signature, the person applying the signature to any document on behalf of the organization must have documented consent from all appropriate parties.</p> <p>If a document must be digitally signed, the organization recommends signature through an authorized Digital Signature Platform valid in the respective jurisdiction and approved by the organization.</p>
<p><b>Business Contracts and Agreements</b></p> <p>The Delegation of Authority specifies further the limits within each area of the organization allowing for better management and control of the Business Contracts + Agreements (including Non-Disclosure Agreements) required by the respective area. If a Business Contract/Agreement approved according to this Delegation of Authority requires a signature from Water.org or any of its branches and/or affiliated entities, such signature shall be performed by the authorized signatory of each respective entity (link to the board resolution with the authorized signatories per entity).</p> <p>See Section 10: Compliance Documentation once a contract or agreement has been approved.</p>
<p><b>Combining Transactions</b></p> <p>This policy shall be interpreted broadly so that a series of reasonably related transactions shall be considered as a single transaction for the purpose of determining approval and authority levels required by this policy.</p> <p>Dividing a commitment or transaction into two or more parts to evade a limit of authority is prohibited and is a violation of this policy.</p>
<p><b>Routine Administrative Approval Authorization</b></p> <p>Certain payments which result from specific contract, lease and governmental obligations are routinely authorized by staff personnel who are responsible for calculating or verifying the accuracy of such payments according to the respective contract, lease, and governmental obligation clauses. It is reasoned that approval to pay was given at the time of execution of the contractual obligation. The possibility of personal benefit is considered to be remote, therefore, staff personnel are considered to be merely verifying the amount due through the accounts' payable approval process.</p>
<p><b>Legal And Statutory Documents</b></p> <p>Legal and statutory matters or entity related activities must be revised by the Legal Department prior to its formalization. The Legal Department must receive through contracts@water.org and archive the original documents.</p>
<p><b>Policy Interpretations + Amendments</b></p> <p>As unanticipated facts and circumstances occur that are not specifically addressed in this policy, the Organization will issue interpretations of this policy. Such interpretations shall be submitted in writing to Legal and subsequently approved by the President &amp; COO.</p> <p>The Organization may choose to amend the Delegation of Authority policy and change specific delegations of authority and/or monetary amounts to reflect changes in the Organization. The Board of Directors shall approve such policy amendments.</p>
<p><b>CEO Will Only Take the Following Action with Approval as Outlined:</b></p> <p><b>Executive Committee of the Board</b> approval may be obtained between regularly scheduled Board meetings and will then be reported to the full Board at the next scheduled Board meeting.</p> <ul style="list-style-type: none"><li>Engage in purchasing items \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different vendors.</li><li>Allow any one individual complete authority over a financial transaction. There must be two signatures on every check over \$10,000.</li><li>Commit to an annual salary of more than \$200,000 or a compensation increase of more than 50% in any 12-month period for any period for any single employee.</li><li>Purchase or enter into a contract in situations where they or the contracting party has a material conflict of interest.</li></ul> <p>Board of Directors approval may be obtained via e-mail or in person meeting.</p> <ul style="list-style-type: none"><li>Make single unbudgeted operating or capital expenditures of more than \$500,000 including full life value of leases.</li><li>Commit to any contract for services in excess of 5 years in duration, excluding commitment to NGO partners, implementing partners, of for other services where the Organization has a compensating funding commitment.</li><li>Enter into a new financial arrangement which results in the Organization taking on debt or other balance sheet liabilities.</li><li>Form or dissolve new legal entities, change legal structure, or adopt any brand identity requiring a new trademark filing.</li><li>Accept gifts greater than \$7 million or grants or cause marketing agreements of any size with real potential to incur material institutional risk including currency risk, unfunded obligations and/or risk to the reputation of the Organization (e.g. commitment to evangelize for religious purposes or risk of adverse publicity from mainstream news sources).</li></ul>
<p><b>Delegation of Authority to Subordinates</b></p> <p>To delegate authority to a subordinate, documentation of the delegation must be submitted to Finance 7 days prior to the effective date. This may be put into effect:</p> <ul style="list-style-type: none"><li>When an employee is to be absent for a period not exceeding ten working days, his/her Authorization may be temporarily delegated to another employee within the Organization. Except as previously authorized by the President &amp; COO, the authority should be delegated to the next-most-senior person on the respective team. The temporary authorization is to be in writing and specify the effective length of time and must be approved by the supervisor of the individual who is delegating authority. This documentation is to be submitted to Contracts/Legal (contract@water.org) and kept on record.</li><li>Every approval made by delegee, must be recorded, and reported to the primary approver's absence by the delegee.</li><li>For an absence exceeding ten business days, all documents requiring approval will be referred to the next higher level for approval. See Temporary Delegation Form for further details and instructions.</li><li>When a supervisor concludes that delegating authority for a specific project or task will streamline business operations and maximize efficiency, his /her Authorization may be delegated to another employee in the Organization. If the authorization is to be permanent, or for an undetermined timeframe, the authorization is to be in writing and specify the project or task. This authority is to be approved by the supervisor of the individual who is delegating authority. This documentation is to be submitted to Contracts/Legal (contracts@water.org) and kept on record.</li></ul>
<p><b>Non-Operational and Functional Delegations of Authority</b></p> <p>This Executive Summary is intended to identify or represent the core operational processes of the organization. Detailed delegated authorities by function can be found in the matrix delegation of authority {link} these functional authorities must be adhered to as part of the overall approved areas of the organization.</p>
<p><b>Local Requirements</b></p> <p>The fact that the country in which the operation takes place requires an approval or a signature of a local representative does not exempt the process from being submitted to all stages of this DoA. In these cases, a local approver or signature must be added to the flow, if not already provided.</p>
<p><b>Final Approval or Signature</b></p> <p>The signature of any document or the final acceptance in systems can only occur after obtaining all the approvals provided for in this DoA.</p>

**Water.org**  
**DELEGATION OF AUTHORITY**  
 UPDATED AS OF APRIL 2024

FOUNDERS	BOARD				EXECUTIVE TEAM	COMMITTEES
Gary White	Adam Schechter	Chairman and CEO, Labcorp	Jodi Kahn	Business Consultant & Advisor	Gary White (CEO)	Resource Committee
Matt Damon	Andy Sareyan	President & CEO, Andrews McMeel Universal	Julie Flynn (Secretary)	Director, Flynn Family Foundation	Vedika Bhandarkar (PRESIDENT & COO)	Internal Fund Request (IFR)
	Anil Arora	Board of Directors, Envestnet Inc and ConAgra Brands	Kara Hurst	VP of Worldwide Sustainability, Amazon	Rich Thorsten (CIO)	Special Internal Fund Request (SIF)
	Anne Finucane	Former Vice Chair and Chair, Bank of America Europe	Keith Quinn	Principal, Black Lamp Inc.	Lina Bonova (CRO)	Tier II Governance Board
	Chris Torto (Treasurer)	CEO, Ascenty	Larry Tanz	Vice President, Original Series, EMEA, Netflix	Janet Tinsley (CGIO)	
	Gary White	CEO & Co-Founder, Water.org & WaterEquity	Lynn Taliento (Vice Chair)	Partner, Senior Advisor, McKinsey	Jay Schwartz (CFO)	
	Guru Gowrappan	President, Viasat	Sara Xi	Chief Product Officer, Rubicon Carbon		
	Hilary Schneider (Past Chair)	CEO, Shutterfly	Terry Trayvick (Chair)	CEO & Founder, Level Five, LLC		
	Jack Leslie	Former Chair, Weber Shandwick	Tony Stayner	Partner, Silicon Valley Social Venture Fund		

UPDATED AS OF APRIL 2024		MANAGEMENT				FINANCE				GBS		IT	LEGAL	HR		INSIGHTS		GI						FUNDRAISING			MARKETING		DIRECT MANAGER	BOARD	SPECIFIC APPROVER							
		CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	REGIONAL MANAGER	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	T+E EXPENSES (POST TRAVEL)	TRAVEL ADMINISTRATOR (PRE TRAVEL)	DIRECTOR TECHNOLOGY	HEAD OF LEGAL	SENIOR DIRECTOR, HR	ASSOCIATE DIRECTOR, HR	REGIONAL BUSINESS PARTNER	FUNCTIONAL HR SPECIALIST	CHIEF INSIGHTS OFFICER (CIO)	DIRECTOR INSIGHTS	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS ASSOCIATE	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS DIRECTOR	CRO	HEAD OF CORPORATE PARTNERSHIPS	FUNDRAISING SENIOR MANAGER	MARKETING SENIOR DIRECTOR	MARKETING SENIOR MANAGER		REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW		
1	GBS - TRAVEL, EXPENSE, SECURITY, RISK AND FACILITIES																																					
1.1	TRAVEL & ENTERTAINMENT (REFERENCE T&E EXTENSITY POLICY)																																					
	PRE-APPROVAL OF INTERNATIONAL TRAVEL										C					C																			A			
	PRE-APPROVAL OF TRAVEL (UNRESTRICTED FUNDS) BUDGETED							I			C					C						A													C			
	PRE-APPROVAL OF O TRAVEL (UNRESTRICTED FUNDS) UNBUDGETED					A	I				C					C						C													C			
	PRE-APPROVAL OF TRAVEL (RESTRICTED FUNDS)						I				C					C						A													C			
	APPROVAL TO CHANGE FLIGHT AND HOTEL RESERVATIONS (SCHEDULE/UPGRADE, ETC.)* BUDGETED											I				C																			A			
	APPROVAL TO BOOK FLIGHT OUTSIDE OF WATER.ORG DEFINED SYSTEM									I						A																				C		
	TRAVEL VISAS											C				A																				C		
	EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT - WATER.ORG - EMPLOYEES					I						C				C																				A		
	PRE APPROVAL PURCHASE OF ALCOHOL AT NON WATER.ORG SPONSORED EVENTS (DONOR EVENTS, CONFERENCES, ETC)	A	C			C										C																						
	GIFTS AND HOSPITALITIES TO EMPLOYEES (Warter.org receiving)															A																				C		
	GIFTS AND HOSPITALITIES TO THIRD PARTIES															A																				C		
	APPROVAL OF PAYMENT FOR PARTICIPATION OF DONORS AND PARTNERS IN COMPANY EVENTS					A										C													C									
1.2	CORPORATE LIABILITY INSURANCE (NOT BENEFITS OR HEALTH INSURANCE)																																					
	PROPERTY AND GENERAL LIABILITY					A					C				C	C																						
	WORKERS COMPENSATION										C				C	A																						
	BUSINESS TRAVEL AND ACCIDENT										C				C	A								C														
1.3	CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY/RENT / FACILITIES) + (INCLUDING AMENDMENTS)																																					
	AGREEMENTS - \$1 - \$10,000								A	C					C		C							C														
	AGREEMENTS - \$10,001 - \$150,000							A		C					C	C						C																
	AGREEMENTS - >\$150,001 - \$300,000			A				C		C					C	C																						
	AGREEMENTS - >\$300,001 - \$400,000		A			C		C		C					C	C																						
	AGREEMENTS - >\$400,001 - \$500,000	A				C	C			C					C	C																						
	AGREEMENTS - >Above \$500,001	C				C	C			C					C	C																					A	
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from the President & COO.		A							C						C																					A	
	Purchasing items which cost \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different vendors.										C					C																					A	
	Contracts or Agreements exceeding the total requestor’s approved budget must be approved through the SIF application process.										C					C																						SIF
1.4	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement																																					
	AGREEMENTS lasting between 2 and 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Director responsible for the agreement.									C																											Director responsible for the agreement	
	AGREEMENTS lasting more than 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the an C-Level responsible for the agreement.									C																											C-Level responsible for the agreement	
	AGREEMENTS lasting between 3 and 4 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the President & COO.		A							C																												
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO.	A								C																												
	AGREEMENTS lasting more than 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Board.									C																											A	
1.5	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)	The area must pass through the approvals provided under the Legal Tab in order to enter into any contracts with lawyers, legal or regulatory settlement or any legal matter. Consult the Legal tab to see how to proceed.																																				
1.6	HR Matters (employment contracts, individual contractors, Compensations, etc.)	The area must pass through the approvals provided under the HR Tab in order to proceed with any HR matter, including without limitation, relocation, employment disputes, recruitment and termination, tuition program & reimbursement, overtime and paid time, benefits, compensation - base pay etc. Consult the HR tab to see how to proceed.																																				
1.7	Finance Matters (Travel & Expenses, Risk, Insurance, etc.)	see Finance Tab																																				
1.8	IT Matters	see IT tab																																				

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)

I	INFORMED (informed and also able to provide advisory)
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2		MANAGEMENT				FINANCE						GBS	IT	HR			LEGAL	GI								FUNDRAISING			MARKETING	INSIGHTS		BOARD	IFR COMMITTEE	SPECIFIC APPROVER	
	FINANCE	CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	CORPORATE ACCOUNTING	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	FINANCIAL MANAGER	REGIONAL FINANCE LEAD	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	SENIOR DIRECTOR, HR	ASSOCIATE DIRECTOR INTERNATIONAL HR OPS	REGIONAL BUSINESS PARTNER	HEAD OF LEGAL	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS DIRECTOR	CRO	HEAD OF CORPORATE PARTNERSHIPS	FUNDRAISING SENIOR MANAGER	SENIOR DIRECTOR MARKETING	CHIEF INSIGHTS OFFICER (CIO)	DIRECTOR INSIGHTS	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS		APPROVER WILL BE APPOINTED BELOW	
2.1	BOOKING - Revenue																																		
	APPROVAL OF FINANCIAL DATA INPUT BELOW USD1.000,00						I	A																											
	APPROVAL OF FINANCIAL DATA INPUT BETWEEN USD1.000,00 - USD10.000,00						I	A																											
	APPROVAL OF FINANCIAL DATA INPUT ABOVE USD10.000,00						I	A																											
	APPROVAL OF WRITE OFFS BELOW USD1.000,00						I	A																											
	APPROVAL OF WRITE OFFS BETWEEN USD1.000,00 - USD10.000,00						I	A																											
	APPROVAL OF WRITE OFFS ABOVE USD10.000,00						I	A																											
2.2	BOOKING Expenses																																		
	APPROVAL OF FINANCIAL DATA INPUT BELOW USD1.000,00 (US)							A				C																							
	APPROVAL OF FINANCIAL DATA INPUT BETWEEN USD1.000,00 - USD10.000,00 (US)							A				C																							
	APPROVAL OF FINANCIAL DATA INPUT ABOVE USD10.000,00 (US)							A	C			C																							
	APPROVAL OF WRITE OFFS BELOW USD1.000,00 (US)							A				C																							
	APPROVAL OF WRITE OFFS BETWEEN USD1.000,00 - USD10.000,00 (US)							A				C																							
	APPROVAL OF WRITE OFFS ABOVE USD10.000,00 (US)							A	C			C																							
	APPROVAL OF FINANCIAL DATA INPUT BELOW USD1.000,00 (International)										A	C																							
	APPROVAL OF FINANCIAL DATA INPUT BETWEEN USD1.000,00 - USD10.000,00 (International)										A	C																							
	APPROVAL OF FINANCIAL DATA INPUT ABOVE USD10.000,00 (International)								C		A	C																							
	APPROVAL OF WRITE OFFS BELOW USD1.000,00 (International)										A	C																							
	APPROVAL OF WRITE OFFS BETWEEN USD1.000,00 - USD10.000,00 (International)										A	C																							
	APPROVAL OF WRITE OFFS ABOVE USD10.000,00 (International)								C		A	C																							
2.3	BOOKING Grants Overspending																																		
	APPROVAL OF UNR to cover overspending							A	C	C																									
2.4	BOOKING Accruals																																		
	APPROVAL OF FINANCIAL DATA INPUT BELOW USD1.000,00 (US)							A			A	C																							
	APPROVAL OF FINANCIAL DATA INPUT BETWEEN USD1.000,00 - USD10.000,00 (US)							A			C																								
	APPROVAL OF FINANCIAL DATA INPUT ABOVE USD10.000,00 (US)						I	A			C																								
	APPROVAL OF WRITE OFFS BELOW USD1.000,00 (US)							A				C																							
	APPROVAL OF WRITE OFFS BETWEEN USD1.000,00 - USD10.000,00 (US)							A			C																								
	APPROVAL OF WRITE OFFS ABOVE USD10.000,00 (US)						I	A			C																								
	APPROVAL OF FINANCIAL DATA INPUT BELOW USD1.000,00 (International)										A	C																							
	APPROVAL OF FINANCIAL DATA INPUT BETWEEN USD1.000,00 - USD10.000,00 (International)								A		C																								
	APPROVAL OF FINANCIAL DATA INPUT ABOVE USD10.000,00 (International)						I		A		C																								
	APPROVAL OF WRITE OFFS BELOW USD1.000,00 (International)								A			C																							
	APPROVAL OF WRITE OFFS BETWEEN USD1.000,00 - USD10.000,00 (International)								A		C																								
	APPROVAL OF WRITE OFFS ABOVE USD10.000,00 (International)						I		A		C																								
2.5	BOOKING Written off																																		
	APPROVAL OF FINANCIAL DATA INPUT BELOW USD1.000,00 (US)							A				C																							

[illegible]



[illegible]

2.17	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)	The area must pass through the approvals provided under the Legal Tab in order to enter into any contracts with lawyers, legal or regulatory settlement or any legal matter.
		Consult the Legal tab to see how to proceed.

UPDATED AS OF APRIL 2024

		MANAGEMENT				FINANCE						GBS	IT	HR		LEGAL	GI						FUNDRAISING		MARKETING	INSIGHTS		BOARD	IFR COMMITTEE	SPECIFIC APPROVER				
2	FINANCE	CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	CORPORATE ACCOUNTING	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	FINANCIAL MANAGER	REGIONAL FINANCE LEAD	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	SENIOR DIRECTOR, HR	ASSOCIATE DIRECTOR INTERNATIONAL HR OPS	REGIONAL BUSINESS PARTNER	HEAD OF LEGAL	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS DIRECTOR	CRO	HEAD OF CORPORATE PARTNERSHIPS	FUNDRAISING SENIOR MANAGER	SENIOR DIRECTOR MARKETING	CHIEF INSIGHTS OFFICER (CIO)	DIRECTOR INSIGHTS	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS		APPROVER WILL BE APPOINTED BELOW
2.18	HR Matters (employment contracts, individual contractors, Compensations, etc.)	The area must pass through the approvals provided under the HR Tab in order to proceed with any HR matter, including without limitation, relocation, employment disputes, recruitment and termination, tuition program & reimbursement, overtime and paid time, benefits, compensation - base pay etc. Consult the HR tab to see how to proceed.																																
2.19	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)	see GBS Tab																																
2.20	IT Matters	see IT tab																																

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**Exceeding Approved Budget Amount or An Unbudgeted Item -**

- Expenses exceeding the total requestor’s approved budget must be approved through an Finance lead committee, subject to override by President & COO and/or CEO.
- An unbudgeted expense over \$500,000 will go to the Board of Directors for approval.
- See Exceeding Approved Budget Amount Procedure for detailed steps to submit an request.

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**THE REQUESTING AREA SHOULD PROVIDE THE PRELIMINARY APPRVAL OF THE INVOICES AND THE RESPECTIVE OF THE SERVICES/PRODUCTS DELIVERED**

Non-Capitalized/Operating Expenses

All operating expenditures are budgeted on an annual basis through the Annual Budget process, and through this process are approved by the CEO and the Board of Directors. If an Non-Capital Expenditure approved according to this Delegation of Authority requires an signature from Water.org or any of its branches and/or affiliated entities, such signature shall be performed by the authorized signatory of each respective entity (link to the board resolution with the authorized signatories per entity).

The Delegation of Authority further specifies the limits within each of the functional and operational areas of the organization allowing for better management and accountability of expenses.

Capital Expenditures

All capital expenditures are budgeted on an annual basis through the Annual Budget process, and through this process are approved by the CEO and the Board of Directors. If an Capital Expenditure approved according to this Delegation of Authority requires an signature from Water.org or any of its branches and/or affiliated entities, such signature shall be performed by the authorized signatory of each respective entity (link to the board resolution with the authorized signatories per entity).

Any capital expenditures exceeding either the dollar or temporal limit outlined in this policy must be approved by either an Executive Committee of the Board or the Board of Directors.

The Delegation of Authority specifies that each area of the organization, and its respective Executives (Managers, Directors, and C-Level) and relevant Finance Partners shall only have the power to authorize Capital Expenditures according to the limits below related to their own area, allowing for better management and control of the operating expenses.

R	RESPONSIBLE - person(s) who will execute the task
A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

UPDATED AS OF APRIL 2024

		MANAGEMENT				FINANCE				GBS	IT	HR		LEGAL	INSIGHTS		FUNDRAISING			MARKETING	GI								DIRECTOR MANAGER	BOARD APPROVALS	SPECIFIC APPROVER						
		CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	REGIONAL MANAGER	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	HR DIRECTOR	HR MANAGER	HEAD OF LEGAL	CHIEF INSIGHTS OFFICER (CIO)	INSIGHTS MANAGER	CRO	FUNDRAISING DIRECTOR	FUNDRAISING MANAGER	DIRECTOR	MANAGER	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD		REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW					
3	LEGAL																																				
3.1	CORPORATE TRANSACTIONS																																				
	Change of Company name	C	C			C							I		C	I		C			C						I					A					
	Appointment or removal of Board of Director for Water.org, the Branches/Representation/ Liaison Offices	C	C			C							I		C	I											I					A					
	Elaboration and approval of Power of Attorneys		A										I		C	I											I										
	Inter-function Delegation of Authority												I		C	I											I			C			A - each functional leader should be the final approver of interim basis sub delegation of authority - always within his/her limits of authority and for no longer than the period of his/her PTO.				
	Corporate structure as Acquisition or sale of shares or assets of any company, including creation of joint ventures companies or movements in their capital, M&A operations, dissolution or intra-group merger, creation or closing of an permanent establishment (branch or representation/liaison office) or Subsidiary	C	C			C							I		C	I											I					A					
3.2	POLICIES																																				
	Revision and Elaboration of Global Policies and approval of polices under the policy framework		A			C									C			C									C										
	Revision and Elaboration of Template Agreements		A			C									C			C									C										
	Approval of the draft of the minutes of board of directors (or equivalent body) and shareholders’ meeting or decisions of sole shareholder		A	C											C																	A					
	Approval of exceptional rules		A			C									C	C		C									C										
3.3	INTELLECTUAL PROPERTY																																				
	Intellectual Property matters including ACQUISITION, SALE, EXCHANGE, TRANSFER OF PATENTS OR ANY OTHER INTELLECTUAL OR INDUSTRIAL PROPERTY RIGHTS AND BRAND		A			C									C						C																
3.4	PURCHASE OF LEGAL SERVICES																																				
	Choice of external lawyers (including company secretaries)					I									A													I	I								
	Choice of external company secretaries or external firms specialized in company law US and other countries					I									A													I	I								
	Choice of external LABOR lawyers					I							A		I													I	I								
3.5	COMMENCEMENT OF LITIGATION OR ARBITRATION PROCEEDINGS - ENGAGEMENT OF ATTORNEYS																																				
	COMMENCEMENT OF ANY LITIGATION	A	A			C									C																						
	FORM OF DISPUTE RESOLUTION	A	A			C									C																						
3.6	CONTRACTS AND AGREEMENTS FOR LEGAL SERVICES (VENDOR/CONSULTANCY) + (INCLUDING AMENDMENTS)																																				
	AGREEMENTS - \$1 - \$10,000					A		C					I		C																						
	AGREEMENTS - \$10,001 - \$150,000					A		C					I		C																						
	AGREEMENTS - >\$150,001 - \$300,000					A		C					I		C																						
	AGREEMENTS - >\$300,001 - \$400,000		A			C		C					I		C																						
	AGREEMENTS - >\$400,001 - \$500,000	A	C			C		C					I		C																						
	AGREEMENTS - >Above \$500,001	A	C			C		C					I		C																	A					
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from the President & COO.		A												C																	A					
	Purchasing items which cost \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different vendors.														C																	A					
	Contracts or Agreements exceeding the total requestor’s approved budget must be approved through the SIF application process.														C																	SIF	SIF				
3.7	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement																																				
	AGREEMENTS lasting between 2 and 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Director responsible for the agreement.		A												C																		Director responsible for the agreement				
	AGREEMENTS lasting more than 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the an C-Level responsible for the agreement.		A												C																		C-Level responsible for the agreement				
	AGREEMENTS lasting between 3 and 4 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the President & COO.		A			C									C																						
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO.	A				C									C																						
	AGREEMENTS lasting more than 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Board.		C			C									C																	A					
3.8	HR Matters (employment contracts, individual contractors, Compensations, etc.)	The area must pass through the approvals provided under the HR Tab in order to proceed with any HR matter, including without limitation, relocation, employment disputes, recruitment and termination, tuition program & reimbursement, overtime and paid time, benefits, compensation - base pay etc. Consult the HR tab to see how to proceed.																																			
3.9	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)	see GBS Tab																																			
3.10	Finance Matters	see Finance Tab																																			
3.11	IT Matters	see IT Tab																																			

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIEWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

UPDATED AS OF APRIL 2024

		MANAGEMENT				FINANCE				GBS	IT	LEGAL	HR	INSIGHTS		FUNDRAISING				MARKETING	GI								BOARD	SPECIFIC APPROVER		
4	IT	CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	MANAGER TECHNOLOGY	HEAD OF LEGAL	HR DIRECTOR	HR MANAGER	CHIEF INSIGHTS OFFICER	INSIGHTS MANAGER	CRO	FUND RAISING DIRECTOR	FUND RAISING MANAGER	itbd	MARKETING DIRECTOR	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW	
4.2	BUSINESS CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY) + (INCLUDING AMENDMENTS)****																															
	AGREEMENTS - \$1 - \$10,000								C		A		C		C									C								Manager Responsible for the agreement.
	AGREEMENTS - \$10,001 - \$150,000								C		A		C										C									Director Responsible for the agreement.
	AGREEMENTS - > \$150,001 - \$300,000				C		C				A		C																			Director Responsible for the agreement.
	AGREEMENTS - > \$300,001 - \$400,000		A			C		C			C		C																			C-level Responsible for the agreement.
	AGREEMENTS - > \$400,001 - \$500,000	A				C					C		C																			C-level Responsible for the agreement.
	AGREEMENTS - > Above \$500,001					C					C		C																	A		
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from the President & COO.		A																													
	Purchasing items which cost \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different vendors.																													A		
	Contracts or Agreements exceeding the total requestor’s approved budget must be approved through the SIF application process.																															SIF
4.3	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement																															
	AGREEMENTS lasting between 2 and 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Director responsible for the agreement.										A																					Director responsible for the agreement
	AGREEMENTS lasting more than 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the an C-Level responsible for the agreement.	A	A																													C-Level responsible for the agreement
	AGREEMENTS lasting between 3 and 4 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the President & COO.		A																													
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO.	A																														
	AGREEMENTS lasting more than 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Board.																													A		
	Finance approval is required whenever the purchase falls out of the IT Policy rules/budget					A																										

*	Finance approval is required whenever the purchase falls out of the IT Policy rules/budget
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4.4	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)	The area must pass through the approvals provided under the Legal Tab in order to enter into any contracts with lawyers, legal or regulatory settlement or any legal matter. Consult the Legal tab to see how to proceed.
4.5	HR Matters (employment contracts, individual contractors, Compensations, etc.)	The area must pass through the approvals provided under the HR Tab in order to proceed with any HR matter, including without limitation, relocation, employment disputes, recruitment and termination, tuition program & reimbursement, overtime and paid time, benefits, compensation - base pay etc. Consult the HR tab to see how to proceed.
4.6	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)	see GBS Tab
4.7	Finance Matters	see Finance Tab

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

Delegation of Authority		MANAGEMENT				FINANCE				GBS	IT	HR		LEGAL	GI				INSIGHTS		FUNDRAISING			MARKETING	BOARD	SPECIFIC APPROVER	Notes					
5	GI - Partnership, Grants and MoUs AGREEMENTS	CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OF STAFF	PRESIDENT & CHIEF OPERATING OFFICER (COO)	OFFICE OF THE PMO	CHIEF FINANCE OFFICER (CFO)	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	MANAGER TECHNOLOGY	GLOBAL HR DIRECTOR	GLOBAL HR MANAGER	HR BUSINESS PARTNER (HRBP)	HEAD OF LEGAL	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	CHIEF INSIGHTS OFFICER (CIO)	INSIGHTS MANAGER	CHIEF REVENUE OFFICER (CRO)	FUND RAISING DIRECTOR	FUND RAISING MANAGER	MARKETING DIRECTOR	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW	
5.1	PARTNERSHIP OR GRANT AGREEMENTS (INCLUDING AMENDMENTS)   REGIONAL HUBS*																															
	TECHNICAL SERVICE AGREEMENTS - \$0								C							C						A										Either the Regional ED -or- Regional Business Line lead must be consulted (not necessary to have both)
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$1 - \$ 10,000								C							C						A										
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$10,001 - \$250,000								C							C					A											
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$250,001 - \$500,000								C							C				A												
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$500,001 - \$750,000								C							C	A															
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$750,001 - \$2,000,000			A					C							C																
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$2,000,001 - \$3,000,000	A							C							C																
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$3,000,001+								C							C															A	
	If the cumulative amount of all the partner payments exceeds the approved grant budget by \$100,000 or is 15% over the approved grant budget, Finance will provide an analysis to the President & COO on the best course of action for proceeding.															C																
	In some countries, local boards or country representatives may need to sign certain types of agreements																															
	No staff GI staff member is authorized to sign an grant agreement unless funding has been secured to cover the full cost of the commitment. Funding may consist of fully or lightly restricted grants, pooled funds, or UNR approved by the IFR committee.																															
	All partnership and grant agreements must have an budget and work plan as back up documentation.																															
5.2	PARTNERSHIP OR GRANT AGREEMENTS (INCLUDING AMENDMENTS)   US HUB*																															
	TECHNICAL SERVICE AGREEMENTS - \$0															C		A														
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$1 - \$250,000								C							C		A														
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$250,001 - \$750,000								C							C	A															
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$750,001 - \$2,000,000			A					C							C																
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$2,000,001 - \$3,000,000	A							C							C																
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$3,000,001+								C							C															A	
	If the cumulative amount of all the partner payments exceeds the approved grant budget by \$100,000 or is 15% over the approved grant budget, Finance will provide an analysis to the President & COO on the best course of action for proceeding.																															
	In some countries, local boards or country representatives may need to sign certain types of agreements																															
	No staff GI staff member is authorized to sign an grant agreement unless funding has been secured to cover the full cost of the commitment. Funding may consist of fully or lightly restricted grants, pooled funds, or UNR approved by the IFR committee.																															
	All partnership and grant agreements must have an budget and work plan as back up documentation.																															
5.3	GRANT PAYMENTS TO PARTNER ORGANIZATIONS***   REGIONAL HUBS*																															
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$1 - \$ 10,000																					A										
	PAYMENTS - \$10,001 - \$250,000																			A												
	PAYMENTS - \$250,001 - \$500,000																		A													
	PAYMENTS - \$500,001-\$750,000																A															
	PAYMENTS - \$750,001 - \$2,000,000			A																												
	PAYMENTS - \$2,000,001 - \$3,000,000	A																														
	PAYMENTS - \$3,000,001+																														A	
5.4	GRANT PAYMENTS TO PARTNER ORGANIZATIONS*** US HUB*																															
	PAYMENTS - \$1 - \$250,000																	A														
	PAYMENTS - \$250,001-\$750,000																A															
	PAYMENTS - \$750,001 - \$2,000,000			A																												
	PAYMENTS - \$2,000,001 - \$3,000,000	A																														
	PAYMENTS - \$3,000,001+																														A	
5.5	BUSINESS CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY/ MOU) + (INCLUDING AMENDMENTS)****   REGIONAL HUBS																															
	AGREEMENTS - \$1 - \$10,000								C							C							A									
	AGREEMENTS - \$10,001 - \$25,000								C							C				A												
	AGREEMENTS - >\$25,001 - \$150,000								C							C			A													
	AGREEMENTS - >\$150,001 - \$300,000								C							C	A															
	AGREEMENTS - >\$300,001 - \$400,000			A												C																
	AGREEMENTS - >\$400,001 - \$500,000	A							C							C																

	AGREEMENTS - >Above \$500,001																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	</
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<b>A</b>	ACCOUNTABLE - the person who is the final approver (authority)
<b>C</b>	CONSULTED AND REVIEWER (sign-off and review required prior to execution)
<b>I</b>	INFORMED (informed and also able to provide advisory)

<p>If the cumulative amount of all the partner payments exceeds the approved grant budget by \$100,000 or is 15% over the approved grant budget, Finance will provide an analysis to the President &amp; COO on the best course of action for proceeding.</p> <p>Any Grant Agreement that exceeds \$2,000,000 will go to the Board of Directors for approval.</p> <p>For any outgoing grant or award (service and/or funds) to a partner organization, the proper documentation must be submitted directly to Finance and submitted to <a href="mailto:wiretransfer@water.org">wiretransfer@water.org</a> before the first payment will be distributed. If an Grant to Partner Organization approved according to this Delegation of Authority requires an signature from Water.org or any of its branches and/or affiliated entities, such signature shall be performed by the authorized signatory of each respective entity (link to the board resolution with the authorized signatories per entity).</p> <p>See General Rules:</p> <ul style="list-style-type: none"> <li>- Routine Administrative Approval Authorization applies to the processing of the outgoing partner payments once the initial contract or agreement has been signed.</li> <li>- Compliance Documentation once an contract or agreement has been approved.</li> </ul>
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UPDATED AS OF APRIL 2024

		MANAGEMENT				FINANCE			GBS	LEGAL	IT	HR			FUNDRAISING	MARKETING	INSIGHTS		GI								DIRECT MANAGER	COMMITTEE	BOARD	SPECIFIC APPROVER	
6	HUMAN RESOURCES	CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	HEAD OF LEGAL	DIRECTOR TECHNOLOGY	HR DIRECTOR	SR. HR MANAGER	REGIONAL HR BUSINESS PARTNER	FUNCTIONAL HR SPECIALIST	CRO	MARKETING DIRECTOR	CHIEF INSIGHTS OFFICER	INSIGHTS DIRECTOR	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	DIRECT MANAGER	RESOURCE COMMITTEE	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW
6.1	Talent Acquisition / Talent Mobility / Independent Contractors																														
	Hiring new employees and independent contractors (Incremental spending)								I				I			C													A		
	Backfills (continued spending)								I				I			C													A		
	Selection of hire candidate															C											C				
	Relocation of employees (upon employers request)		A						C				C														C				
	Use of recruitment search firm								C				A			C											C				
	Use of and contract renewals for job posting sites								C			C	A			C															
	Use of temp agencies and temporary worker invoice processing								C				A			C											C				
	Employees moving within country (in an registered location)												A			C											C				
	Pre-Approval of Reimbursement of expenses for Third Parties (independent contractors) Intl.							C	I					C													A				
	Pre-Approval of Reimbursement of expenses for Third Parties (independent contractors) US						C		I					C													A				
6.2	ONBOARDING																														
	REIMBURSEMENT OF REMOTE WORK EXPENSES - (deviations from Remote Work Stipends Policy)								C				A														C				
6.3	BENEFITS																														
	Insurance Plans and Renewals								C				A														C				
6.4	Performance Management / Talent Management / Learning & Development																														
	Global Individual Development Policy & Fund Requests								C				A														C				
6.5	COMPENSATION - BASE PAY																														
	ANNUAL MERIT (Org. Budgets)								C				A	I	I	C											C				
	ANNUAL MERIT (Individual Increase amounts)								C				A	I	I	C											C				
	ANNUAL INCENTIVE		C			C			I				C	I	I	C											C			Executive Committee only	
	MANAGEMENT ADJUSTMENTS (must be <\$175,000 & up to 25% increase)		I						I				A	I	I	C											C				
	PROMOTIONS								I				A	I	I	C											C				
	Compensation Packages for new hires								I				A	I	I	C											C				
	Separation Packages (must be <\$175,000)								I				A	I	I	I											C				
	Any action that commit to an annual salary of more than \$200,000 and an compensation increase of more than 50% in any 12-month period for any period for any single employee must have the additional approval of Water.Org Board.		C			I							C														C			A	
6.9	TERMINATION																														
	TERMINATIONS						I					I	C	C	C												A				Director or Manager responsible for the termination
6.10	CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY/ EMPLOYMENT / INDIVIDUAL CONTRACTOR) + (INCLUDING AMENDMENTS)																														
	AGREEMENTS - \$1 - \$10,000										C			A		C															Manager Responsible for the agreement.
	AGREEMENTS - \$10,001 - \$150,000										C		A	C		C															Director Responsible for the agreement.
	AGREEMENTS - > \$150,001 - \$300,000										C		A																		Director Responsible for the agreement.
	AGREEMENTS - > \$300,001 - \$400,000		A								C		C																		C-level Responsible for the agreement.
	AGREEMENTS - > \$400,001 - \$500,000	A									C		C																		C-level Responsible for the agreement.
	AGREEMENTS - > Above \$500,001										C																			A	
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from the President & COO.		A																												



UPDATED AS OF APRIL 2024

		MANAGEMENT				FINANCE				GBS	LEGAL	IT	HR				FUNDRAISING	MARKETING	INSIGHTS		GI								DIRECT MANAGER	COMMITTEE	BOARD	SPECIFIC APPROVER
		CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	HEAD OF LEGAL	DIRECTOR TECHNOLOGY	HR DIRECTOR	SR. HR MANAGER	REGIONAL HR BUSINESS PARTNER	FUNCTIONAL HR SPECIALIST	CRO	MARKETING DIRECTOR	CHIEF INSIGHTS OFFICER	INSIGHTS DIRECTOR	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	DIRECT MANAGER	RESOURCE COMMITTEE	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW	
	Purchasing items which cost \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different vendors																													A		
	Contracts or Agreements exceeding the total requestor’s approved budget must be approved through the SIF application process.																														SIF	
6.11	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement																															
	AGREEMENTS lasting between 2 and 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Director responsible for the agreement.										C		A																		Director responsible for the agreement	
	AGREEMENTS lasting more than 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the an C-Level responsible for the agreement.		A								C																				C-Level responsible for the agreement	
	AGREEMENTS lasting between 3 and 4 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the President & COO.		A								C																					
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO.	A									C																			A		
	AGREEMENTS lasting more than 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Board.										C																			A		
	Any action concerning an executive position must have additional approvals from the President & COO;																															
	Any action concerning the C-Level must have additional approvals from CEO;																															
6.12	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)	The area must pass through the approvals provided under the Legal Tab in order to enter into any contracts with lawyers, legal or regulatory settlement or any legal matter. Consult the Legal tab to see how to proceed.																														
6.13	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)	see GBS Tab																														
6.14	Finance Matters	see Finance Tab																														
6.15	IT Matters	see IT tab																														

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

7 Insights

UPDATED AS OF APRIL 2024		MANAGEMENT				INSIGHTS				FINANCE				GBS	IT	HR	LEGAL	FUNDRAISING				MARKETING	GI								BOARD	SPECIFIC APPROVER
		CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CHIEF INSIGHTS OFFICER	INSIGHTS DIRECTOR	INSIGHTS MANAGER	REGIONAL INSIGHTS LEAD	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	HR DIRECTOR	HR MANAGER	HEAD OF LEGAL	CRO	FUNDRAISING DIRECTOR	FUNDRAISING MANAGER	tbd	MARKETING DIRECTOR	CHIEF GLOBAL IMPACT OFFICER	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW
7	Insights																															
7.1	BUSINESS CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY) + (INCLUDING AMENDMENTS)*																															
	AGREEMENTS - \$1 - \$10,000							A						C					C							I				I		Manager Responsible for the agreement.
	AGREEMENTS - \$10,001 - \$150,000						A							C					C							I				I		Director Responsible for the agreement.
	AGREEMENTS - >\$150,001 - \$300,000					A													C							I				I		C-Level responsible for the agreement
	AGREEMENTS - >\$300,001 - \$400,000		A			C													C							I				I		C-level Responsible for the agreement.
	AGREEMENTS - >\$400,001 - \$500,000	A				C				C									C							I				I		C-level Responsible for the agreement.
	AGREEMENTS - >Above \$500,001					C				C									C							I				I	A	
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from the President & COO.		A																													
	Purchasing items which cost \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different vendors		C																												C	
	Contracts or Agreements exceeding the total requestor’s approved budget must be approved through the SIF application process.																															SIF Committee
7.2	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement																															
	AGREEMENTS lasting between 2 and 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Director responsible for the agreement.						A																									Director responsible for the agreement
	AGREEMENTS lasting more than 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the an C-Level responsible for the agreement.					A																										C-Level responsible for the agreement
	AGREEMENTS lasting between 3 and 4 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the President & COO.		A			C																										
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO.	A				C																										
	AGREEMENTS lasting more than 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Board.					C																									A	
	AGREEMENTS in which Water.org may consider to add, amend, or deviate from its standard impact measurement and reporting framework and/or key impact indicators***						A																									
	AGREEMENTS which require application of Water.org's impact data privacy protocols					C*** *	A																									
7.3	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)	The area must pass through the approvals provided under the Legal Tab in order to enter into any contracts with lawyers, legal or regulatory settlement or any legal matter. Consult the Legal tab to see how to proceed.																														
7.4	HR Matters (employment contracts, individual contractors, Compensations, etc.)	The area must pass through the approvals provided under the HR Tab in order to proceed with any HR matter, including without limitation, relocation, employment disputes, recruitment and termination, tuition program & reimbursement, overtime and paid time, benefits, compensation - base pay etc. Consult the HR tab to see how to proceed.																														
7.5	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)	see GBS Tab																														
7.6	Finance Matters	see Finance Tab																														
7.7	IT Matters	see IT tab																														

\* Agreements include donor agreements, grant agreements, third party services agreements, MoUs, and NDAs which the Insights team is accountable to execute on behalf of Water.org.

\*\* The Director or CIO may at their discretion engage Regional Operations Directors as Advisors in agreements occurring within an given respective region.

\*\*\* Please consult with the Director, Insights about this prior to contract review process

\*\*\*\* The Director, Insights is responsible for administering the protocol on an day to day basis. Depending on sensitivity of data in question, the CIO may also need to review prior to moving to the signature phase.

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIEWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

Water.org	
DELEGATION OF AUTHORITY	
UPDATED AS OF APRIL 2024	
8	FUNDRAISING - DONOR AGREEMENTS
8.1	DONOR AGREEMENTS - QUOTATIONS, TENDERS, BIDS, CONTRACTS & BINDING AGREEMENTS * (INCLUDING AMENDMENTS)**
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$1 - \$ 500,000
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$500,001 - \$1,000,000
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$1,000,001 - \$3,500,000
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$3,500,001 - \$7,000,000
	STANDARD/ Water.org STD. TEMPLATE AGREEMENTS - \$7,000,001 +
	COMPLEX AGREEMENTS* - \$1 - \$ 500,000
	COMPLEX AGREEMENTS* - \$500,001 - \$1,000,000
	COMPLEX AGREEMENTS - \$1,000,001 - \$3,500,000
	COMPLEX AGREEMENTS - \$3,500,001 - \$7,000,000
	COMPLEX AGREEMENTS - \$7,000,001+
8.2	BUSINESS CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY/ MOU/PARTNERSHIP AGREEMENTS) + (INCLUDING AMENDMENTS)****
	AGREEMENTS - \$1 - \$10,000
	AGREEMENTS - \$10,001 - \$25,000
	AGREEMENTS - \$25,000 - \$150,000
	AGREEMENTS - >\$150,001 - \$300,000
	AGREEMENTS - >\$300,001 - \$400,000
	AGREEMENTS - >\$400,001 - \$500,000
	AGREEMENTS - >Above \$500,001
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from President & COO.
	Purchasing items which cost \$150,000 or more where there has not been an assessment of the quality and price offered by at least three (3) different
	Contracts or Agreements exceeding the total requestor’s approved budget must be approved through the
8.3	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement
	AGREEMENTS lasting between 2 and 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Director
	AGREEMENTS lasting more than 3 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the an C-Level
	AGREEMENTS lasting between 3 and 4 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the President & COO.
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO.
	AGREEMENTS lasting more than 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the Board.
	FOREIGN EXCHANGE COMMITMENTS IN DONOR AGREEMENT
* The term donor agreement applies to all incoming revenue agreements including grants, strategic partnerships, and cause marketing agreements. If an Donor Agreement is approved according to this Delegation of Authority, it requires an signature from Water.org or any of its branches and/or affiliated entities. Such signature shall be performed by the authorized signatory of each respective entity (link to the board resolution with the authorized signatories per entity). The Chief Revenue Officer (CRO) has been authorized by the CEO to approve Donor Agreements upon completion of defined internal reviews and documented concurrence. Furthermore, the CRO is authorized to approve agreements without going to internal Finance and Legal revision and sign off, unless otherwise formally requested. Cover sheets need to be included with all formal requests to Legal. See General Rules Section: Compliance Documentation once an contract or agreement has been approved.	
** CGIO only has to be consulted in UNR funding Type	
*** For any outgoing grant or award to an partner organization, the proper documentation showing the Partner’s Certification must be submitted directly to Finance before the first payment will be distributed.	

8.4	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)	The area must pass through the approvals provided under the Legal Tab in order to enter into any contracts with lawyers, legal or regulatory settlement or any legal matter.
8.5	HR Matters	The area must pass through the approvals provided under the HR Tab in order to proceed with any HR matter, including without limitation, relocation, employment disputes, recruitment and termination, tuition
8.6	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)	see GBS Tab (LINK TO GBS TAB)
8.7	Finance Matters	see Finance Tab (LINK TO FINANCE TAB)
8.8	IT Matters	see IT Tab (LINK TO IT TAB)

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

		MANAGEMENT				FINANCE				GBS	IT	LEGAL	HR	INSIGHTS		FUNDRAISING		MARKETING		GI							BOARD	SPECIFIC APPROVER	NOTES					
9	MARKETING	CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	FINANCIAL LEAD	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	HEAD OF LEGAL	HR DIRECTOR	HR MANAGER	CHIEF INSIGHTS OFFICER	INSIGHTS DIRECTOR	CRO	FUND RAISING DIRECTOR	FUND RAISING MANAGER	MARKETING DIRECTOR	MARKETING MANAGER	CHIEF GLOBAL IMPACT OFFICER	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR.	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	APPROVER WILL BE APPOINTED BELOW			
9.1	RELEASE OF INFORMATION -																																	
	Public Relation Activities																				A													
	Release of technical Articles/Papers/Information not covered by an NDA																					A										Insights team leads curation of impact metrics and internal communication on an quarterly basis. Marketing leads messaging and updates of external-facing communications.		
	Impact metrics															A					C													
	Email address creation											A		C							C													
	Content collection – Marketing team travels to collect content in an geography.											C									A	C										Content collection – If team members outside of Marketing are gathering interviews, photos and videos of borrowers or partners to tell our story, Marketing must be consulted up front.		
	Content collection – If team members outside of Marketing are gathering interviews, photos and videos of borrowers or partners to tell our story, Marketing must be consulted up front.																					C				A		C				Marketing to be consulted upfront to review Terms of Reference and Contract for the consultant prior to its approval. Marketing will work with project lead to determine needs for guiding consultant, providing necessary brand & messaging guidelines, permission releases, file delivery instructions, review instructions, and timing.		
	Contracts with communications deliverables – Business lead working on an contract with an contractor producing materials (collateral, PPT, videos, photography, stories) on behalf of Water.org.												C									C					A					Water.org internal business lead to send Terms of Reference and Contract to Marketing for review prior to approval by legal team and/or work commencing. Once contract is reviewed by Marketing, Marketing will determine needs for guiding consultant and Water.org business lead on permission releases, reviews, timing, and file delivery.		
	Fundraising event support – Fundraising events (in-person or virtual) hosted by Water.org where materials or communications are needed.								C									A			C											Event organizer to consult with Marketing point of contact at the beginning of planning for the fundraising event + complete project input form		
	Conference support – Conferences Water.org colleagues may be attending																					C										Water.org internal colleagues to inform Marketing of conference events in advance of the event + complete project input form. Use Water.org communications tools and templates. Review communications, as needed, to support conferences.		
	Fact + stat communications - COMMUNICATION OF IMPACT METRICS															C					A	C										Water.org team member desiring to name for an product, event or other entity to consult with Marketing point of contact to lead an strategic exercise and evaluation process. There are forms and criteria available to support this effort.		
	New public-facing corporate partnership – The process of agreeing to work with an new large funding partner that will have brand reputation and public-facing communications implications.		A													C					C											Relationship manager to inform Marketing point of contact prior to announcement of any large funding partnership that has communications elements.		
	Co-Founder Content Requests – Asks for use of Gary White and/or Matt Damon photos, videos or quotes for articles, event communications, etc.	A	C													C					C											Check with OCEO on process		
	Incoming public inquiries (website or publicly managed e-mail)																				A											Marketing oversees the communication strategy for inbound inquiries, primarily the info@water.org inbox (through the Contact Us form) and the organization's voicemail menu. Consult Marketing point of contact if there is an need/desire for an new external-facing email account (Ex: partnerships@water.org)		
	Charity watchdog sites – Submitting information for publication on platforms such as Charity Navigator, Give.org, etc.	C	C	C		C								C		C		C			A		C									Marketing manages compiling and submitting information for evaluation and/or publication on charity watchdog sites. Marketing consults other departments as needed to gather input on requested information.		
	External logo usage – Placing, attaching, or using an Water.org logo on any external communication.																				C											Follow logo usage guidelines on the Communications Resources SharePoint. Consult Marketing point of contact with any questions.		
9.2	BUSINESS CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY/ MOU/PARTNERSHIP AGREEMENTS) + (INCLUDING AMENDMENTS)****																																	
	AGREEMENTS - \$1 - \$10,000												C								A											Manager Responsible for the agreement.		
	AGREEMENTS - \$10,001 - \$25,000												C						C		A											Director Responsible for the agreement.		
	AGREEMENTS - \$25,000 - \$150,000												C						C		A											Director Responsible for the agreement.		
	AGREEMENTS - >\$150,001 - \$300,000												C					A		C												Director Responsible for the agreement.		
	AGREEMENTS - >\$300,001 - \$400,000		A										C					C														C-level Responsible for the agreement.		
	AGREEMENTS - >\$400,001 - \$500,000	A											C					C														C-level Responsible for the agreement.		
	AGREEMENTS - >Above \$500,001												C					C												A				
	Any purchasing agreement where there has not been an assessment of the quality and price offered by at least three (3) different vendors must have an additional approval from the President & COO.		A															C																



UPDATED AS OF APRIL 2024		MANAGEMENT				FINANCE				GBS	IT	LEGAL	HR	INSIGHTS	FUNDRAISING			MARKETING		GI							BOARD	TIER II GOVERNANCE BOARD	SPECIFIC APPROVER		
11	OCOO (PMO) This section of the delegation of authority is applicable to Project Management Office (PMO), a function within the Office of the President & Chief Operating Officer (OCOO)	CEO	PRESIDENT & COO	CHIEF OF STAFF	OFFICE OF THE PMO	CFO	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	HEAD OF LEGAL	HR DIRECTOR	HR MANAGER	CHIEF INSIGHTS OFFICER	INSIGHTS DIRECTOR	CRO	FUND RAISING DIRECTOR	FUND RAISING MANAGER	MARKETING DIRECTOR	MARKETING MANAGER	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	REGIONAL EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	TIER II GOVERNANCE BOARD	APPROVER WILL BE APPOINTED BELOW
		Grant Management (Pre and Post Awards)/ Special Projects																													
		Business Contracts And Agreements for Non-Capitalized / Operating Expenses & Capital Expenses																													
		AGREEMENTS - \$1 - \$10,000																													
		AGREEMENTS - \$10,001- \$25,000																													
		AGREEMENTS - \$25,001 - \$150,000																													
		AGREEMENTS - \$150,001 - \$300,000																													
AGREEMENTS - \$300,001 - \$400,000																															
AGREEMENTS -\$400,001 - \$500,000																															
11.2	In addition to the approvals based on value, the following additional approvals must be considered due to the duration of the agreement																														
	AGREEMENTS between one to 2 years, regardless of value, must have, if not yet provided under the DoA - have additional approval from the COO and if appropriate, a specific approver (e.g. Tier II Project Governance Board)																														
	AGREEMENTS lasting between 4 and 5 years, regardless of value, must have, if not yet provided under the DoA, the additional approval of the CEO and if appropriate, a specific approver (e.g. Tier II Project Governance Board)																														
11.3	PRESIDENT & OCOO Operations																														
	Approval of Departmental Fiscal Year Operating plans																														
11.4	PMO Operations																														
	Authorize creation of PMO portfolio of projects (Strategic Portfolio Approval Gate)																														
	Approval of Tier II Projects to move into Execution Phase (Execution Gate)																														
	Approval of software/new Project Management (PM) tool																														
	Approval of PMO deliverables each fiscal year																														
11.5	Legal Matters (Corporate Entity Matters, Power of Attorneys, Legal Support, etc.)																														
11.6	HR Matters (employment contracts, individual contractors, Compensations, etc.)																														
11.7	GBS Matters (Travel & Expenses, Risk, Insurance, etc.)																														
11.8	Finance Matters																														
11.9	IT Matters																														

A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)



DELEGATION OF AUTHORITY		MANAGEMENT				FINANCE				GBS	IT		HR		LEGAL	AOA			GI				INSIGHTS		FUNDRAISING		MARKETING	BOARD	SPECIFIC APPROVER								
10		CHIEF EXECUTIVE OFFICER (CEO)	CHIEF OF STAFF	PRESIDENT & CHIEF OPERATING OFFICER (COO)	OFFICE OF THE PMO	CHIEF FINANCE OFFICER (CFO)	CONTROLLER	ASSOCIATE DIRECTOR INTERNATIONAL FINANCE OPS	LOCAL FINANCE MANAGER/COORDINATOR	ORG DEVELOPMENT LEAD	DIRECTOR TECHNOLOGY	MANAGER TECHNOLOGY	GLOBAL HR DIRECTOR	GLOBAL HR MANAGER	HR BUSINESS PARTNER (HRBP)	HEAD OF LEGAL	HEAD OF OPERATIONS	DIRECTOR	MANAGER	CHIEF GLOBAL IMPACT OFFICER (CGIO)	GLOBAL BUSINESS DIRECTOR	GLOBAL OPERATIONS SR. MANAGER	REGIONAL DIRECTOR	EXECUTIVE DIRECTOR	REGIONAL BUSINESS LINE LEAD	REGIONAL OPERATIONS LEAD	CHIEF INSIGHTS OFFICER	INSIGHTS DIRECTOR	CHIEF REVENUE OFFICER (CRO)	FUND RAISING DIRECTOR	FUND RAISING MANAGER	MARKETING DIRECTOR	REQUIRED SIGNATURES AT WATER BOARD HEADQUARTERS	SPECIFIC APPROVER			
10.1		TECHNICAL ASSISTANCE AGREEMENTS (INCLUDING AMENDMENTS)																																			
										C							C	C	A					C*													
										C							C	C	A					C*													
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				A				C	I								C	C	C					C*													
				A				C	I								C	C	C					C*													
		A						C	I								C	C	C					C*										A			
								C	I								C	C	C					C*													
		If the cumulative amount of all the partner payments exceeds the approved grant budget by \$100,000 or is 15% over the approved grant budget, Finance will provide an analysis to the COO on the best course of action for proceeding.																																			
		In some countries, local boards or country representatives may need to sign certain types of agreements																																			
		No staff GI staff member is authorized to sign an grant agreement unless funding has been secured to cover the full cost of the commitment. Funding																																			
		All partnership and grant agreements must have an budget and work plan as back up documentation.																																			
10.2		INFRASTRUCTURE AGREEMENTS																																			
										C							C	C	A					C**													
										C							C	C	A					C**													
										C							C	C	A					C**													
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				A				C	I								C	C	C		I			C**													
		A						C	I								C	C	C		I			C**													
								C	I								C	C	C		I			C*										A			
10.3		NON DISCLOSURE AGREEMENTS																																			
																	C	C	A																		
10.4		BUSINESS CONTRACTS AND AGREEMENTS (VENDOR/CONSULTANCY/ MOU) + (INCLUDING AMENDMENTS)																																			
										C							C	A	C					C**													
										C							C	A	C					C**													
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A	ACCOUNTABLE - the person who is the final approver (authority)
C	CONSULTED AND REVIWER (sign-off and review required prior to execution)
I	INFORMED (informed and also able to provide advisory)

***	Regional Directors consultation is needed only for countries where we have offices
**	• For hiring of any consulting firm/vendors by AOA in the countries where we have offices, the regional director or her/his designee is consulted (to

[illegible]