POLICY 01

Governance, Delegated Authority and Records

Published November 17, 2026

Purpose and scope

This policy defines who can make decisions for TBGN and how those decisions are recorded. It applies to program leadership, staff, volunteers, advisers and anyone acting on behalf of the initiative.

Oversight and authority

RCCG Potter's House Kitchener retains oversight of TBGN's charitable purpose, finances, safeguarding, legal compliance and material risks. The church designates the accountable TBGN Lead and reviews program performance and significant risks through its governance channels.

The TBGN Lead acts within authority delegated by the church. Follow the church's written approval and signing rules for budgets, expenditure, contracts, hiring, access to personal data and external commitments. Only an authorized representative may bind Potter's House.

Decisions and records

Record meeting dates, attendance, conflicts, recusals, resolutions, assigned actions and follow-up. Keep minutes and delegations in access-controlled storage. Refer matters outside delegated authority to Potter's House and document its decision.

Church governors, leaders and volunteers must act in the interests of the church's charitable purposes and the people TBGN serves. Disclose private or sponsor interests and refer them to the authorized decision-maker. Potter's House's governing documents and applicable policies govern the initiative.

Digital oversight

Obtain church authorization for AI tools, associated spending, material supplier agreements and changes to processing participant information. Record each approved tool's owner, authorization date, limits, renewal and escalation route.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.