



CONNECTICUT RIVER WATERSHED COUNCIL

The River Connects Us

15 Bank Row, Greenfield, MA 01301

BOARD POLICY

DELEGATION of AUTHORITY TO EXECUTIVE DIRECTOR

The Council's by-laws provide that:

"The Chairman shall execute all deeds and instruments on behalf of the Council with regard to the Council's interest in real estate and property. The Chairman may delegate authority for the execution of contracts and other financial obligations to the Executive Director. The specifics of this delegation shall be described in a written policy approved by the Board of Trustees."

This policy serves as elaboration on the grant of authority provided in the by-laws.

Contracts

The Executive Director is authorized to sign contracts up to \$25,000 without prior approval provided there is a duly adopted annual budget. All contracts in excess of this amount require approval of the Executive Committee.

Grants

The Executive Director is authorized to sign all private grant awards up to \$75,000 without prior approval provided the Board of Trustees has been notified at a regular meeting that the grant application had been submitted.

All federal or state grant awards require the Executive Director to have the approval of the Executive Committee before committing to the grant award.

At each regular Board of Trustees meeting, the Executive Director shall provide a list of all pending grant applications as well as contracts and grant awards in excess of \$2,500 signed since the prior meeting.

Approved, October 28, 2011