

TITLE: AUTHORITY TO SIGN LEGAL INSTRUMENTS ON BEHALF OF THE BOARD AND CENTER

PURPOSE: To provide clear and consistent rules to grant authority for the signing of legal instruments on behalf of the Board of Trustees and The Center for Health Care Services (“the Center”). This is a revised policy which supersedes Board Policy 3.01 dated March 17, 2004.

[Keywords: Legal Instrument, Board of Trustees, Executive Director.]

POLICY STATEMENT:

The Board of Trustees, as the governing body of the Center, takes its fiduciary responsibilities most seriously and exercises them with the utmost care and oversight. The Board of Trustees believes that the following policy on authority to sign legal instruments on behalf of the Center is consistent with its beliefs and practices in the exercise of its fiduciary responsibilities for the Center.

POLICY ELABORATION:

I. DEFINITION

Legal Instrument – a written legal document that defines rights, duties, entitlements, or liabilities, such as a contract, will, promissory note, or share certificate. Other examples include, but are not limited to a deed, bond, mortgage, loan agreement or note.

II. AUTHORIZED SIGNATORIES OF LEGAL INSTRUMENTS

When it is necessary to have a legal instrument signed on behalf of the Center, the Board of Trustees shall pre-approve a resolution authorizing the signing of the instrument and providing for the

authorized signatory(s) on behalf of the Board of Trustees and Center. Notwithstanding the foregoing, the authority to execute contracts for the purchase of goods or services or the sale of surplus personal property is contained in the Procurement Policy of the Board of Trustees.

OFFICE OF PRIMARY RESPONSIBILITY: Executive Director