



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, OWEA enters into contracts and agreements with hotels, conference centers, caterers, audiovisual equipment professionals, movers, and other groups for the purpose of conducting workshops, conferences, and for the efficiency and wellbeing of the organization; and

WHEREAS, the signing of contracts and agreements must be done in a timely manner, necessitating more than one person be allowed to execute contracts and agreements.

THEREFORE, OWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. OWEA designates the position Secretary-Treasurer as the primary person authorized to sign contracts and agreements upon approval by the Executive Committee (EC) for amounts in excess of \$500. The OWEA President is designated as the backup in the event that the Secretary –Treasurer is not available.
- II. The “availability” of the Secretary-Treasurer shall be determined on a case by case basis in context of the situation at hand, the nature of the contract, its deadline, and the anticipated length of absence.
- III. EC members and Committee Chairs are required to make a reasonable effort to do advanced planning to ensure that EC approved contracts and agreements are submitted to the Secretary-Treasurer, or in his/her absence, the President, at least one week prior to due date.
- IV. The originator of the contract or agreement shall provide clear written instructions to the Secretary-Treasurer or President on the process following signing of the contract execution. The OWEA Executive Administrator (EA) shall be copied on all correspondence.
- V. Simple vendor type agreements less than \$500 may be signed by the EA.