

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

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner.

WHEREAS, NESOWEA 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, NESOWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. NESOWEA designates the position 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 NESOWEA President is designated as the backup in the event that the Treasurer is not available.
- II. The “availability” of the 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 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 Treasurer or President on the process following signing of the contract execution.
- V. Simple vendor type agreements less than \$500 may be signed by members of the EC as designated by the president.