



CONTRACT COMMITMENTS and DELEGATION OF AUTHORITY

The Board of Directors of LifeLong Learning at PebbleCreek holds responsibility and authority to enter into contracts, commitments and legal obligations on behalf of the Association.

Definitions

“Contracts and commitments”: Any and all legally binding obligations, including contracts, purchase orders, credit card and debit card charges, issuing checks, leases, notes, loans, security interests, liens, mortgages, etc.

“Ordinary course of business”: Falling within the budget approved by the Board of Directors, and within the reasonable course and scope of the business of LifeLong Learning with the purpose of facilitating its offerings in Premier Lectures, Monday Morning Lectures, classes, trips, book groups, Sunday Sessions, Cinema Society, TED Talks, and other types of learning opportunities and activities promoted by LifeLong Learning.

Delegation of Authority

Contracts and commitments exceeding \$500 shall be confirmed in writing, either by separate agreement, purchase order, letter or other written document.

To facilitate orderly business relationships with third parties, and subject to limitations as expressed below, the Board hereby delegates the following authorities to designated officers:

- A. The President, Vice-President, and the Treasurer are each authorized to make contracts and commitments on behalf of LLL up to the amount of \$3,000 each, in the ordinary course of business.
- B. The Director of Lectures is authorized to make contracts and commitments on behalf of LLL, within her/his respective area of responsibility only, up to the amount of \$3,000 each, in the ordinary scope of business.
- C. The Director of Classes is authorized to make contracts and commitments on behalf of LLL, within her/his respective area of responsibility only, up to the amount of \$1,000 each, in the ordinary scope of business.
- D. The Director of Trips is authorized to make contracts and commitments on behalf of LLL, within her/his respective area of responsibility only, up to the amount of \$3,000 each, in the ordinary scope of business. The Director of Trips may sub-delegate her/his authority to individual trip leaders (‘escorts’), with respect to specific trips managed and led by that trip leader/escort. Escorts on any trip who are delegated authority by the Director of Trips will first review proposed contracts and commitments with the Director of Trips.

No contracts and commitments shall be made, alone or in combination, that exceed the budget authorized for a line item or functional area by the Board of Directors in the Annual Budget approved for the program year, without prior authorization by the Board of Directors. All contracts and commitments that will exceed \$3,000 to be made by any person who is delegated authority above, or which fall outside the ordinary course of business, or which involve a commitment to a term or duration exceeding one year, require prior review and approval by the Board of Directors before they are made. Persons delegated authority will plan ahead and allow time to comply with these requirements.

Reimbursement of expenses claimed by Members shall be made in accordance with the policy on Expense Reimbursement. This policy does not apply to personal expense reimbursements.

Approved by the Board of Directors March 16, 2018