

## Clinton & District Community Forest Policy

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Policy Title: Guidelines for Signing Documents on Behalf of the Clinton Community Forest

Policy Number: 2015-04

Date Approved: October 18, 2016

**Purpose:** To establish a policy governing a guideline for signing documents on behalf of Board Members and staff of the Community Forest.

1. The General Manager will sign all documents and agreements necessary with regard to the day to day operation of the community forest.
2. Authority for items other than standard operations will be approved by the board of directors and such approval will be shown in the form of a motion. Awarding of contracts should have the General Managers signature as well as the Chair or the Vice Chair. *The reason for this is it shows that there is no perceived bias on the General Manager.*