

# Bexar County Master Gardeners

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**SUBJECT:** F-1 – Authority to Enter into Contractual Obligations on Behalf of the Bexar County Master Gardeners (BCMG)

**POLICY:**

The President, or in his/her absence the Vice President, of the Bexar County Master Gardeners is the only member authorized to enter into any contract or agreement obligating the BCMGs to appear, provide or perform any service or assist in any manner in any event or gathering; or, to commit to a future expenditure.

The President will bring every contract or agreement to the Board of Directors for approval prior to finalization. Approval by electronic means is authorized if time constraints preclude placing the item on the agenda of the next board meeting.

The only exceptions to this policy are (1) the Speaker's Bureau coordinator who will approve routine requests from HOAs and other community groups for speaking engagements providing various aspects of gardening education; and (2) the SAWS coordinator who responds to requests from SAWS for participation in community events focusing on water conservation. Each of these positions makes monthly activity reports to the Board of Directors.

The awarding of the BCMG scholarship requires a commitment to the selected candidate(s). The process, selection, and approval are addressed in the appropriate BCMG Policy.

**RATIONALE:**

The purpose of this policy is to ensure that the Board of Directors is cognizant of all community involvement by the BCMGs, and that the involvement is consistent with the mission of the BCMG. It also ensures that all contractual obligations are approved by the President or his/her designate.

**DATE APPROVED:** 9 September 2021

**DATE REVIEWED:**