

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No. **BD-12**

Subject: **Delegating Administrative Duties of Corporate Officers**

Objective: To delegate authority to the executive assistant/HR administrator and the manager of finance and accounting for the day to day administrative duties associated with the official responsibilities of the secretary and treasurer of Polk-Burnett Electric Cooperative.

Policy: The board may annually delegate authority to administer the duties of the secretary and treasurer, as authorized in Bylaw Article V, Sections 6 and 7 and as referenced in Bylaw Article VII, Sections 9 and 10, to the executive assistant/HR administrator and the manager of finance and accounting, respectively.

Such appointment will occur during the organizational meeting held during the first regular board meeting after the annual meeting.

Edward O. Gullickson, President
September 17, 2018