



## Board Policy Standards

**Policy Type:** Executive Limitations

**Policy Title:** Asset Protection

**Policy Objective:** To ensure that the Executive Director is accountable for following procedures designed to protect assets of the organization.

**Policy Statement:** The Executive Director shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked by enacting the following risk management procedures.

**Policy Application:**

- 1) The Executive Director will protect against theft and casualty losses to a least 80% replacement value and against liability losses to Board members, staff and the organization itself.
- 2) The Executive Director will protect the facilities and equipment of the organization against improper wear and tear through adequate maintenance procedures.
- 3) The Executive Director will not make any purchase or commit the organization to any expenditure of greater than \$25 000 except for trade show contracts and insurance premiums, without express written authorization of the Board of Directors.
- 4) The Executive Director will not acquire, encumber or dispose of real property.
- 5) The Executive Director will not knowingly or unnecessarily expose the organization, its Board or staff to claims of liability.
- 6) The Executive Director shall not allow cheques, drafts or other notes to be issued other than in accordance with established banking policies and cheque disbursement procedures.
- 7) The Executive Director shall not place the organization at risk of penalty and will not allow any taxes or payroll withholdings due to any government agency to fall into arrears.
- 8) The Executive Director shall not place the organization at risk of loss of premises and will not allow any rent, utilities, property or business taxes due to fall into arrears.

9) The Executive Director shall not allow the value of the registered name and trademarks of the organization to be diminished by failing to take reasonable actions to protect the name and marks from unauthorized use.

10) The Executive Director shall instruct the auditors to provide a review of compliance for all contact suppliers to ensure that all current employment standards are being met.

11) The Executive Director shall implement a conservative investment strategy consistent with standard practices of not-for-profit associations in an effort to protect the financial reserves of the organization.

## **Associated Documents**

None

*Policy Name: Asset Protection*

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