



Policy/Procedure

Policy #14

Subject: Contract Approval

Effective Date: April 2006

Reviewed by: Past President

Approved by: APIC MN Board of Directors

Revision Dates: 7/2026

PURPOSE

The APIC MN Board has ultimate responsibility for the outcome of any contracts that are required on behalf of APIC MN. This is to ensure that liabilities are evaluated, that there is an opportunity for APIC National legal counsel, and that an appropriate APIC MN representative signs the contract.

POLICY

Contracts must be reviewed by a Board member prior to approval to determine:

- The need for legal counsel
- Benefits and liabilities to the organization
- Conflict of interest
- The most appropriate person to sign

PROCEDURE

- The President of APIC MN will delegate a board member to review any new or renewed contract.
- The designated board member will review the contract to determine that criteria are met and make recommendations to the board.
- Any contracts involving finances should be reviewed in consultation with the Treasurer.
- The president or designee has authority to sign contracts that meet criteria.
- The president may delegate signing to another APIC MN member with board approval.
- The secretary will store the original signed document.

REFERENCE

National APIC legal counsel

ATTACHMENTS & RELATED FORMS