

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.

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Edward O. Gullickson, President  
May 23, 2022