

# **Policy No: B-4 (Sunsetted May 2023)**

## **Subject: Contracted Services/Personnel**

**Number of pages:** 1

**Effective Date:** June 27, 2015

**Revision Date(s):**

**Review Date(s):**

**Review Responsibility:** AASL Bylaws and Organization Committee, AASL Board of Directors

### **Policy Statement:**

In the event that the AASL Executive Director does not have the authority to sign contracts (refer to policy A-7), the AASL Board of Directors may approve contracts to then be entered into by a designated senior management director at ALA on behalf of the association and such authority may be general or may be confided to a specific instance.

### **Focus:**

AASL Executive Committee, AASL Executive Director, AASL Board of Directors

### **Purpose:**

To define the mechanism for entering into, reviewing, revising, and renewing contracted services.

### **Procedure:**

1. Each contract under consideration by the AASL Board of Directors will contain scope of responsibilities, fees, expenses, and cancellation policies specific to the contracted services provided.
2. Each contract will be reviewed by the AASL President, and if necessary ALA Legal Counsel, prior to the execution of the contract.