

**BOARD OF CERTIFICATION OF
COMMUNITY HEALTH WORKERS**

Administrative Policy

Title	Delegation of Signature Authority
Purpose	The Board of Certification of Community Health Workers (“the Board”) adopts this policy to enable the Executive Director to effectuate actions that have been authorized by the Board where such actions require a Board authorized signature.
Date Adopted/ Revised	Adopted: July 10, 2018
General Statement of Policy	<p>The Board adopts this policy to authorize the ED to sign on behalf of the Board:</p> <ol style="list-style-type: none">1. Any and all documents which are necessary to effectuate orders, agreements, disciplinary actions, policies, opinions, directives, and day to day business of the Board; and2. Any and all documents which are necessary to administer, coordinate, and enforce the provisions of M.G.L. c. 13, ss. &14 and sections to, inclusive, of M.G.L. c. 112. <p>In the absence of the ED, the Board grants the ED the authority to designate the Deputy Executive Director or appropriate Board staff as the holder of signature authority for all or some of the above purposes. The Board also delegates signing authority to Prosecuting Counsel with respect to:</p> <ol style="list-style-type: none">1. Orders to Show Cause issued on the Board’s behalf as authorized by the Board, alleging misconduct and violations only as specified by the Board through a vote of the Board or through staff action policy.