

 <b>BOARD POLICY</b>	<b>Policy #:</b> EL-005	<b>TYPE:</b> <b>Executive-Limitations</b>
	<b>Effective Date:</b> June 29, 2004	
<b>TITLE:</b> <b>Asset Protection</b>	<b>Reviewed:</b> June 28, 2011	
	<b>Minute #:</b> .11.06.08	

**Policy Statement:**

The CEO shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the CEO shall not:

- 1.0 Fail to insure against theft and casualty losses to cover replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for organizations comparable in budget, membership, and/or responsibility.
- 2.0 Subject plant and equipment to improper wear and tear or insufficient maintenance.
- 3.0 Expose the organization, its directors or staff to claims of liability or health and safety issues as a result of negligence.
- 4.0 Receive, process or disburse real property without prior approval of the Board.
- 5.0 Fail to use reasonable safeguards to protect intellectual property, information and files from loss or significant damage.
- 6.0 Receive, process or disburse funds under controls which are insufficient to meet the board appointed auditor's standards.
- 7.0 Endanger the organization's public image or credibility in any way but particularly in ways that would hinder its accomplishment of mission.
- 8.0 Invest any funds of the AFM, in other than no-risk of default investments unless otherwise approved by the Board.
- 9.0 Fail to design the investment strategy so as to assure the necessary cash flow.

**HISTORY:**

Approved: June 29, 2004 Minute No. .04.06.11  
Reviewed: June 26, 2007 Minute No. .07.06.14  
Reviewed: September 24, 2009 Minute No. .09.09.12  
Reviewed: June 28, 2011 Minute No. 11.06.08