



Nevada Affordable Housing
Assistance Corporation

Organizational Background CRITICAL CORPORATE DOCUMENTS

Policy Area: Organizational Background	Subject: Organizational Documents
Title of Policy: Critical Corporate Documents	Number: 100.C.04-ORG
Initial Effective Date: 12-19-2013 Revised Policy Effective Date: 03-16-2016	Initial Approved Date: 12-19-2013 Revision – Date Approved: 03-16-2016
Approved by: NAHAC Board of Directors	
<p>PURPOSE:</p> <p>In line with operating in an appropriate manner designed to satisfy NAHAC’s Mission Statement (Policy Number 100.A.02 – ORG), NAHAC will periodically enter into critical business arrangements. This will encompass, at a minimum, grants, material contractual arrangements, and other important agency agreements.</p> <p>POLICY:</p> <p>For all Corporate documents created by NAHAC that are critical to its ongoing success in achieving the designated business mission and objectives, said documents will be retained and updated in an appropriate, secure manner by the Administrative Assistant for review by current and future Board of Directors, in addition to authorized Management and external parties. Further, all contracts entered into by NAHAC <u>in excess of \$20,000</u> will require both CEO/Executive Director and Board of Director approval. <u>Any contracts under the \$20,000 threshold can be approved by the CEO/Executive Director.</u></p>	