



By providing information on this form, you are giving Saskatchewan Agriculture and Food consent to use your information for program delivery, development and/or evaluation purposes. It may also be used to provide you with information on additional programs from which you may benefit.

Management Information Summary

Please provide the following information for your Association for the current fiscal year. Enter "vacant" for positions that are vacant at this time.

1) Association: _____

2) Board of Directors: _____ Signing Authority

a) President: _____ Cheques _____ Documents _____

b) Vice-President: _____ _____

c) Directors: _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

3) Secretary-Treasurer: _____ (E-mail) _____

_____ (Fax) _____

Approved to sign cheques? (Yes/No) _____ Approved to sign as Association Signing Officer? (Yes/No) _____

4) Local Supervisor: _____ (E-mail) _____

_____ (Fax) _____

5) Auditor: _____ (E-mail) _____

_____ (Fax) _____

6) Lender: _____ (E-mail) _____

_____ (Fax) _____

Date Completed: _____

Management Information Summary

Purpose

The *Management Information Summary* (form CF2) must be completed when an association is formed or when an existing association changes its board of directors, local supervisor, secretary-treasurer, lender or auditor. For a new association, the form must be submitted as part of the formal *Guarantee Application*. For an existing association, the form must be updated annually at the annual general meeting.

Completion Instructions

- 1) The form must include the:
 - name of the association;
 - names of the board of directors and executive:
 - i) president;
 - ii) vice-president (if chosen); **and**
 - iii) directors.
 - names and contact information for the:
 - i) secretary-treasurer;
 - ii) local supervisor;
 - iii) auditor; **and**
 - iv) lender.
 - date the form is completed.

- 2) At least once per year, usually at the first board meeting following the association's annual meeting, the board of directors must pass a resolution to designate which members of the board of directors have been granted signing authority for association cheques and/or documents.
 - At least two of the executive members should have signing authority.

- 3) The board of directors may pass a motion granting signing authority to the secretary-treasurer to sign routine association documents as the association signing officer and/or to sign association cheques.
 - Separate motions are required to grant authority to the secretary-treasurer to sign both cheques and documents.

- 4) The association must advise the provincial supervisor and the lender whenever there is a change in any of the above positions.
 - A change in the secretary-treasurer or local supervisor must be pre-approved by the provincial supervisor, using form CF3, *Local Supervisor/Secretary-Treasurer Confirmation*. The lender should also be notified prior to hiring a new secretary-treasurer or local supervisor.

- 5) In the event that any of the required information is not available at the time the form is completed, it should be sent to the provincial supervisor with any vacant positions listed as "vacant".