The conference is to maintain and accurate list of any employee serving as a Power of Attorney (POA) agent (Attorney-in-fact) for an individual by reason of their denominational employment. As an example, a pastor serving as a POA agent for a member of his or her congregation should notify the conference of services performed. Adventist Risk Management needs to be made aware of any potential liability to the conference organization.

The following policy was voted by the PCCSDA Corporation Management Committee at the recommendation of the auditors.

Power of Attorney Policy – Potomac Employees

Employees of the Potomac Conference Corporation are not to serve as Power of Attorney for church members, (serving in the POA capacity for family members is left to the discretion of each employee). As it relates to church members, there may be circumstances that would lead to an exception to this policy. If the employee believes that there are reasonable circumstances that would indicate that they should serve as Power of Attorney they are required to submit a petition to the PCCSDA Corporation Management Committee for approval. If approved to serve as POA, all financial activities that are performed under auspices of Power of Attorney must be accounted for on a regular basis to the PCCSDA Corporation Management Committee.

_____I am not serving as Power of Attorney for a member of my congregation or school

_____I am serving as a Power of Attorney for the following individuals:

I represent the following church or school: _____

_____	_____	_____
Printed Name	Signature	Date