Date

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

I am pleased to appoint you to serve as Deputy Operations Manager of the Research Foundation for the State University of New York (RF) and delegate to you the authority to execute the power and duties necessary to conduct RF business at the *[campus location]*. This authority has the following limitations:

* *You may not sign the annual OM disclosure statement*
* *[bullet any limitations for the deputy, if none, delete this sentence].*

Responsibility for maintaining a positive and ethical environment and culture of compliance starts with the Board of Directors through the Officers to each RF employee. As Deputy OM, you are responsible for ensuring that everyone acting on behalf of the RF abides by the RF’s corporate [Code of Conduct](https://www.rfsuny.org/media/rfsuny/policies/code_of_conduct.pdf). Please review this. You will receive an email instructing you to complete an Annual Acknowledgment and Certification of Compliance with the Code of Conduct in the RF’s Compliance Management System. Please complete this as soon as possible after receiving the notification and instructions.

If, during your tenure as Deputy Operations Manager, you are made a party to any action, suit or proceeding for any RF business you conduct as Deputy Operations Manager, you may be entitled to indemnification by the RF against the reasonable expenses resulting from the defenses of such action, suit or proceed expect in the case of negligence or misconduct.

This authority is effective immediately and shall continue until revoked in writing by me or a subsequent Operations Manager.

Additionally, you are authorized to further delegate specific authorities, but you may not further delegate the full Deputy Operations Manager authority. Any delegation of your authority must be in writing and must designate who your delegate is, the timeframe of the authority, the types of transactions and amounts to which your delegate may commit, and any limitations on that delegation.

I appreciate your willingness to assume responsibility of Deputy Operations Manager. I ask that you sign below and return to me indicating that you have accepted this role. This acknowledgment will be kept on file.

Sincerely,

Operations Manager

I accept the delegation of authority to act as Deputy Operations Manager:

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