



June 1, 2023

April Messerly  
Senior Associate Athletics Director for  
Capital Projects, Facilities, and Event Management  
West Virginia University

Re: Sub-Delegation of Authority

Dear April:

Pursuant to the Delegation of Authority signed and dated February 1, 2023, by E. Gordon Gee, President of West Virginia University (“Original Delegation”), I hereby sub-delegate to you in your capacity as Senior Associate Athletics Director for Capital Projects, Facilities and Event Management the authority to approve and sign documents related to the use of West Virginia University Athletics’ facilities, including but not limited to, facilities use agreement.

Notwithstanding the foregoing, any and all documents signed in reliance of this written delegation shall be reviewed and approved by the General Counsel or designee in advance of signing. Additionally, you are required to comply with all West Virginia University Board of Governors (“BOG”) Rules and policies, including BOG Governance Rule 1.4 – *Ethics, Conflicts of Interest, and Outside Consulting Arrangements* and are responsible for disclosing any potential conflicts of interest. Furthermore, all agreements must be routed to the appropriate administrative units in advance of signing, including but not limited to, Procurement, Contracting, and Payment Services; Information Technology Services; Finance; and/or the Office of Sponsored Programs, if applicable. For avoidance of doubt, all contracts related to the purchase of goods or services must be signed by an official from Procurement, Contracting, and Payment Services, unless otherwise approved by the General Counsel’s Office.

In the exercise of the authority outlined above, you shall provide professional, executive, supervisory, and general administrative services, as appropriate, and provide regular updates to me or my successor. This sub-delegation will continue until such time as the Original Delegation is revoked; or the President of West Virginia University, I, or my successor, deem this sub-delegation revoked and notify you of such revocation in writing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Wren Baker'.

Wren Baker  
Vice President and Director of Athletics

xc: General Counsel  
President E. Gordon Gee

