



SECTION:	Financial Management	APPROVAL DATE:
SUBSECTION:	Board Employees and Officers	April 4, 2011
POLICY NAME:	Signing Officers	LAST REVISED:
POLICY NUMBER:	R.FM.F.1	April 4, 2011

REGULATION

- 1) Signing Officers of the Board shall be:
 - i. Board Chair
 - ii. Board Vice-Chair
 - iii. Director of Education & Secretary of the Board
 - iv. Superintendent of Corporate Services & Treasurer
 - v. Assistant Superintendent of Corporate Services & Associate Treasurer
- 2) That any two of the following Chairman, Vice-Chairman, Director of Education-Secretary, Superintendent of Corporate Affairs /Treasurer, Assistant Superintendent of Corporate Services/Associate Treasurer shall act as signing officers on behalf of the Board for contractual agreements.
- 3) That the Board Chair and Director of Education-Secretary shall act as signing officers on behalf of the Board for any and all Personal Services Contracts.
- 4) That the Director of Education or designates, as appointed by the Director of Education, sign on behalf of the Board for Collective Bargaining or human resources agreements.
- 5) The Superintendent of Corporate Services –Treasurer shall be responsible for affixing the seal of the Board to such instruments as required.
- 6) Cheques and financial transactions on Board Bank accounts shall bear the signature of any one of Chair, Vice-Chair, Director of Education- Secretary and one of Superintendent of Corporate Services – Treasurer, Assistant Superintendent of Corporate Services- Associate Treasurer.
- 7) In accordance with the Education Act, the use of mechanical or computerized cheque-signing equipment is authorized with the understanding that internal controls are established and maintained to avoid unauthorized use.