

SIGNING AUTHORITY

Background

The efficient conduct of Division business is supported by Board designation of signing authorities for contract and banking purposes.

Procedures

1. The Board Chair or Vice Chair together with the Secretary-Treasurer or Finance Manager or Superintendent are the bank signing authorities for the Division. Their signatures are required on all bank-related documents or Division cheques.
2. The Secretary-Treasurer or Finance Manager are authorized to sign all cheques on the payroll account.

Reference: Policy 5 – Role of the Board Chair
Policy 6 – Role of the Vice-Chair