



SIGNING AUTHORITY

Background

The Board Chair, the Vice-Chair, the Superintendent, and the Secretary-Treasurer have been delegated signing authority for the Division.

Procedures

1. Credit Facility Agreements and Banking Deposit Agreements shall be signed by the Board Chair and Superintendent or Secretary Treasurer.
2. Cheques issued on behalf of the Board shall bear the signatures of the Board Chair or Vice Chair AND Superintendent or Secretary Treasurer.
3. Collective Agreements with staff groups shall be signed by the Board Chair and either the Superintendent or the Secretary Treasurer.
4. Employment Contracts for staff shall be signed by the Superintendent, except for the Employment Contract for the Superintendent, which shall be signed by the Board Chair and the Secretary Treasurer.
5. Corporate contracts, including the Acceptance of Tenders, shall be signed by the Board Chair and the Superintendent or the Secretary Treasurer.

Reference: Section 60, 61, 113, 116 Education Act

Cross Reference: Policy 5 – Role of the Board Chair
Policy 6 – Role of the Vice-Chair
Policy 12 – Role of the Superintendent