



SIGNING OFFICERS OF THE BOARD

POLICY #: B-7

AUTHORITY: 98-172/11-104

POLICY REGULATIONS

1. The signing officers of the Board shall consist of two of the following bank account computerized signatures:
 - the Chairperson of the Board; OR Vice-Chair of the Board;
 - together with
 - the Director of Education as Treasurer; OR Manager of Financial Services

And they shall have such duties as outlined in this policy and other duties as assigned by the Board.
2. All deeds, transfers, contracts, legal documents, rentals and other agreements for and on behalf of the Board shall be signed by the Director of Education and/or the Chairperson of the Board as the case may be. The Director of Education shall be responsible for affixing the seal of the Board as required
3. The Director of Education will act as signing officer on behalf of the Board for construction projects.
4. Cheques and financial transactions on the general payroll and capital bank accounts shall be signed by any two of the signing officers.
5. The Director of Education shall delegate her\his signing authority to one other administrative official in the event of his absence, if necessary.
6. In accordance with the Education Act, the use of mechanical cheque signing equipment is authorized with the understanding that internal controls will be established and maintained to avoid unauthorized use.