



602.3AP Authorized Signatures

APPROVED: 2024.10.23 (2013.09.18) (1995.07.19)

AMENDED: 2024.10.07 (2011.04.20) (2010.11.17)

REVIEWED: 2024.10.23 (2007.03.21)

CROSS REFERENCE:

- [602BP Financial Matters](#)
 - [602.3AP Exhibit 1 Authorized Signatures](#)
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PROCEDURES:

All cheques, contracts, and collective agreements made on behalf of the Board are to be signed as per authorized by the Board. These authorizations include:

1. Cheques issued on behalf of the Board shall bear the signature of the Chair or Vice Chair (in the absence of the Chair), the Secretary Treasurer or Assistant Treasurer (in the absence of the Secretary-Treasurer) or the Superintendent (in the absence of both the Secretary Treasurer and Assistant Treasurer).
2. Board signature is required on the following documents
 - 2.1 Superintendent Contracts must be signed by the Board Chair and Vice Chair.
 - 2.2 Collective agreements and memorandums of agreements will be signed by the Chair Vice Chair, Superintendent and Secretary Treasurer.
 - 2.3 Agreements with other school divisions must be signed by the Board Chair, Vice Chair Superintendent and Secretary Treasurer.
3. Contracts entered on behalf of the school division for:
 - 3.1 goods and services shall bear the signatures of the Superintendent or Secretary Treasurer
 - 3.2 individual employment agreements shall bear the signatures of the Superintendent or Assistant Superintendent-Human Resources