

AP 5150: Signing Authority

1. Corporate Seal

The signing officers for execution of all legal documents requiring the corporate seal shall be the Chair or Vice-Chair of the Board, together with the Secretary-Treasurer.

2. Legal Documents

The signing officers of the Board for contracts and other legal documents shall be any two of the Chair or Vice-Chair of the Board, the Superintendent of Schools or the Secretary-Treasurer.

3. Banking

Any two of the following signatures shall be authorized for bank documents:

Chair of the Board
Vice-Chair of the Board
Superintendent of Schools
Secretary-Treasurer

4. Agreements Requiring One Signature

Some agreements require only the signature of one authorized Board official to bind the Board. Examples include new insurance policies and leases. Where a financial commitment is involved in such agreements, the Secretary-Treasurer, or, in his/her absence, the Superintendent or a designated Director is authorized to sign on behalf of the Board. For excluded employees, other than the Superintendent, the Superintendent is authorized to sign on behalf of the Board. Also, where there is no financial commitment inherent in the agreement, the Superintendent of Schools is authorized to sign on behalf of the Board.

Labour agreements involving letters of understanding, memorandums of agreement, and grievance settlements, require the signature of either the Superintendent of Schools, the Secretary-Treasurer or the Director of Human Resources, to bind the Board to the terms of the agreement.