

BOARD SIGNING AUTHORITY

Background

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

Procedures

1. The signing officers for the Livingstone Range School Division shall be the Board Chair, Superintendent of Schools, and Associate Superintendent (Business Services).
2. All corporate contracts and all financial instruments shall be signed by any two of the three designated signing officers.
3. The Associate Superintendent (Business Services) shall approve and sign, on behalf of the Board, all routine documents for operating and maintenance purposes.
4. All cheques will be under signature plate.
5. Signing officers for contracts with individual employees shall be:
 - a. Board Chair for the Superintendent;
 - b. Superintendent for senior management
 - c. Superintendent, or designate, for school-based administration, certificated staff based out of division office, certified teaching staff in schools and for non-certified division office and school support staff.

December, 2003
Updates: July, 2008; Jan. 2020

References

Section 33, 52, 53, 68, 222, 225 Education Act