

Administrative Procedure 516

SIGNING AUTHORITY

Background

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

Procedures

1. Cheques issued on behalf of the Board shall bear the signatures of the Board Chair and the Secretary-Treasurer.
2. Collective Agreements with staff groups shall be signed by the Board chair and either the Superintendent or the Secretary-Treasurer.
3. Employment Contracts for staff shall be signed by the Superintendent, with the exception that the Employment Contract for the Superintendent, which shall be signed by the Board Chair and the Secretary-Treasurer.
4. Corporate Contracts, including the Acceptance of Tenders, shall be signed by the Board Chair, the Superintendent or the Secretary-Treasurer.

Reference: *Education Act*, SA 2012, c E-0.3, ss.60, 61, 113, 116