Speech and Hearing BC Policy Statement & Procedures

V.17

AREA: Finance

SUBJECT: Signing Authority

POLICY:

The designated signatories of the Association shall comprise of 3 of the following; President, Past President, Vice-President, Treasurer, Secretary, or the Operations Manager.

The Operations Manager may sign for cheques only to expedite Speech and Hearing BC business and support Executive Committee. Any cheques over $5000 require approval from the Executive Committee.

PROCEDURE:

- All bank and investment transactions require 2 signers with a least one signer being on the Executive Committee
- The Operations Manager may be one of the signing authorities for the Vancity Account, and also one of the signors for any investment or other duties as authorized in the Executive Committee or Provincial Council

- Cheques in excess of $5,000.00 must be approved by the Executive Committee.

- The Treasurer, with the assistance of the Operations Manager, will circulate all cheques and financial documents to the appropriate designated signing authorities.

- The Treasurer and Operations Manager are responsible for updating the signing authority documents with the appropriate financial institutions as required.

- The Operations Manager will be the second signer of any cheque. The first signee must be on the Executive Committee. This means there will be no signed cheques left at the office.