

**1. Rationale**

The Simcoe County District School Board (SCDSB) recognizes that in the course of the school board's operations, documents and agreements will require signatures in order to implement decisions of the Board.

**2. Policy**

It is the policy of the SCDSB to have in place signing authorities of the board, in order to conduct the regular business of the board.

**3. Definition**

A **Signing Authority** is an employee or elected official of the SCDSB who has the authority to sign legal documents, cheques and agreements.

**4. Guidelines**

4.1 Where a document requires the signature of an elected official the signing authority shall be the Chairperson or Vice-chairperson in the Chairperson's absence.

4.2 Where the signature of an elected official is not required, the following positions are signing authorities of the board:

Director of Education  
Associate Director of Education  
Superintendent of Business and Facility Services  
Superintendent of Human Resources  
Secretary of the Board  
Treasurer of the Board

4.3 For school bank accounts, signatures are required from two of the following signing authorities:

Director of Education  
Superintendent of Business and Facility Services  
Principal  
Vice-principal  
Controller  
Coordinator - Learning Centre  
Senior Administrative Support

**BUSINESS ADMINISTRATION** 2100

**SIGNING AUTHORITIES** 2270

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**5. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED MARCH 22, 2017  
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