

CHLNet Signing Authorities

Owner: President & CEO

Approved by Board of Directors

Purpose

In accordance with the Canada Not-for-profit Corporations Act and By-law 1 of the Corporation, the Board of Directors has appointed a President & CEO who has general charge of the business affairs, is responsible for the overall day-to-day management of Canadian Health Leadership Network (CHLNet). As such, the President & CEO has the Board-prescribed authority to delegate to staff such powers, duties and functions as necessary for the proper and efficient functioning of the Corporation. This policy outlines how signing authorities are delegated within the organization.

Policy

CHLNet will ensure appropriate approval for activities by conducting business affairs in a consistent manner based on the signing and spending authority established within its policies. Every transaction requires both a requestor and an approver. Authorization and approval must come from one level up or higher from the requestor. Delegation of signing authority is not permitted. All approvals must be appropriately evidenced with both the requestor's and approver's names, titles, signatures and dates of approval.

Signing Authority

Expenses

President and Chief Executive Officer (CEO) expenses will be signed by the Chair (in the Chair's absence, the past Chair).

Board member expenses will be signed by the CEO and the Chair (in the Chair's absence, the past Chair).

Procurement Related

Purchase requisitions, invoices and contracts may be signed by the CEO if they are within the approved annual budget and are under \$15,000.

Over \$15,000 requires authorization by the Chair (in the Chair's absence, the past Chair).

Human Resources

Cheques and/or Electronic Fund Transfers for payroll payments may be made by the CEO. If for the CEO then the Chair may authorize a monthly amount to be transferred as per the Chair signed employment contract.

Finance Related

Banking, Lending and Financing Agreements, Creation of a New Bank Accounts require the signature of both the CEO and the Chair.

Authorization of HST refunds and payments will be the delegated to the CEO.

CHLNet, Effective Date January 1st, 2024

Last reviewed: December 20, 2023

Next Review: Fall 2024