

GP 21: Signing Authorities

Policy Type: Council Governance		Policy No: GP 21	
Effective Date: June 6, 2024	Last Approval/Revision Date:	Policy Review Frequency: Every Five Years	

Purpose:

To outline the policy for designating the persons who are authorized to approve and execute contracts, resources, and actual payments related to financial commitments on behalf of the College of Pharmacists of Manitoba (CPhM).

This policy defines an authorized signatory. In conjunction with **Council Governance Policy GP09: Council Delegation of Operational Authority to Registrar / CEO**, it specifies those delegated signing and approval authority.

Policy:

1. CPhM requires two authorized parties to sign or approve financial transactions.
2. The corporate officers and signatories of CPhM are:
 - Council Chair
 - Council Vice Chair
 - Registrar and Chief Executive Officer
 - Deputy Registrar
3. Staff signatories are:
 - Registrar and Chief Executive Officer
 - Deputy Registrar
 - Assistant Registrar, Quality Assurance and Field Operations
 - Assistant Registrar, Review and Resolution
 - Assistant Registrar, Qualifications and Practice Development
4. A matter which requires signatures of the corporate officers shall be signed by two individuals:
 - one being either the Council Chair or Vice Chair
 - one being either the Registrar / CEO or Deputy Registrar.
5. For all matters delegated to the Registrar & CEO, as per **GP09: Council Delegation of Operational Authority to Registrar / CEO**, any two staff signatories are authorized to sign.
6. The Registrar / CEO shall ensure that there are administrative processes in place, consistent with Council Governance policies, which direct staff and outline details for:
 - i. Approval of contracts and commitments for goods and services made by CPhM
 - ii. Approval and execution of banking transactions on behalf of CPhM (i.e.: funds transfers, banking agreements, cheques, etc.)
 - iii. Use of electronic signatures to conduct CPhM business and ensure high levels of security.

