

## 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 & Chief Executive Officer
  - Deputy Registrar & Chief of Staff
3. Staff signatories are:
  - Registrar & Chief Executive Officer
  - Deputy Registrar & Chief of Staff
  - Director, Pharmacy Facility Regulation & Operations
  - Director, Professional Conduct
  - Director, Registration & Qualifications
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 & Chief of Staff.
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.

