



POLICY #16

APPOINTMENT OF SIGNING OFFICERS

The Board of Trustees of the Brandon School Division (the “Board”) follows a corporate governance model with the Board speaking on behalf of the Division through its Chairperson.

The Board has one employee who answers directly to the Board, being the Superintendent/CEO appointed by the Board and has been delegated authority to act on the Board’s behalf by the Board pursuant to s. 52(1) of the Public Schools Act.

The Board operates as a corporate board pursuant to the Corporations Act, subject to the Public Schools Act. This policy provides for the appointment of officers of the Board and their authority to sign documents on the Board’s behalf.

Appointment of Officers

Annually the Board shall appoint its officers which shall normally be the Chairperson and Vice-Chairperson of the Board, the Superintendent/CEO and the Secretary-Treasurer. The Board may appoint such other officers as it deems appropriate and may by resolution appoint for each of the following an acting or alternate officer from time to time.

Trustee Signing Officers

The Chairperson of the Board shall sign all documents on behalf of the Board which, pursuant to the Public Schools Act, Board Policy or Administrative Procedure, resolutions and by-laws must be signed by a Trustee on behalf of the Board. In the absence of the Chairperson, the Vice-Chairperson may sign on behalf of the Board any document which must be signed by a Trustee.

Secretary-Treasurer

The Secretary-Treasurer shall sign all documents required to be signed by the Secretary-Treasurer pursuant to the Public Schools Act, Board Policy or Administrative Procedures, resolutions and by-laws and including debentures issued by the Board, coupons attached to such debentures, cheques and payments on account provided such are approved by the Board or within the budgetary authority granted to the Secretary-Treasurer. In the absence of the Secretary-Treasurer, the Assistant Secretary-Treasurer may sign on behalf of the Secretary-Treasurer.



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Superintendent/CEO

The Superintendent/CEO may sign all other agreements on behalf of the Board, including, without limitation all contracts for the purchase of goods and services, employment contracts including collective agreements and memoranda of understanding, teacher contracts, approvals, certificates, diplomas, and other documents necessary and incidental to the Superintendent/CEO exercising the powers and authority granted or delegated to the Superintendent/CEO by the Board under the Public Schools Act, through Board Policy or Administrative Procedures, resolutions and by-laws. The Superintendent/CEO may also exercise the signing authority of the Secretary-Treasurer in the absence of the Secretary-Treasurer. In the absence of the Superintendent/CEO, the Assistant Superintendent may sign on behalf of the Superintendent/CEO.

Reference:

Policy 2 – Board Governance
Policy 4 – Role and Responsibilities of the Board
Policy 6 – Board Operations
Policy 9 – Board and Superintendent/CEO Relationship
Policy 15 – Fiscal Management
Legal Reference: The Public Schools Act

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