



**HERITAGE COLLEGE  
POLICY #2**

**CONCERNING  
SIGNING AUTHORITY**

**COMING INTO FORCE:** October 11, 1988  
**REVISED:** February 21, 2006  
**ADMINISTRATOR:** Director General

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# HERITAGE COLLEGE POLICY #2 CONCERNING SIGNING AUTHORITY

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## ARTICLE 1 Purpose<sup>1</sup>

The purpose of the present policy is to define how Heritage College signing authorities are to be designated.

## ARTICLE 2 Application

The present policy applies to all business requiring the signature of the College, notwithstanding the exceptions cited in articles 3.2 and 3.3.

## ARTICLE 3 Provisions

### 3.1 Signing Authority

All College signing authority and all internal signing responsibilities shall be assigned according to positions held.

In cases when only one signature is required on behalf of the College, the Director General, or any other employee of the College designated by the Director General, shall be authorized to sign.

In cases involving matters directly under the jurisdiction of the Board when two (2) signatures are required on behalf of the College, two delegates shall be designated by resolution of the Board (refer to *Heritage College Bylaw #1*).

Furthermore, the Board may, for specific purposes, designate by resolution an officer or an employee of the College to sign, alone or with others, any contract or other document, notwithstanding the applicable provisions of the policies cited in articles 3.2 and 3.3 of the present policy.

### 3.2 All Personnel Management Matters

The College policy regarding signing authority for all personnel matters is found in *Heritage*

*College Policy #3 concerning Personnel Management.*

### 3.3 All Financial Matters

The College policy regarding signing authority for all financial matters is found in *Heritage College Policy #1 concerning Financial Management.*

## ARTICLE 4 Roles and Responsibilities

The Director General shall be responsible for the application of the present policy.

## ARTICLE 5 Revision

The present policy will be reviewed and revised, if necessary, at least every five (5) years, or when deemed necessary.

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

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### GLOSSARY

**Board:** the Board of Governors of Heritage College.

**Officer:** an officer of the College (i.e., the Board Chair, Board Vice-chair, Director General or Academic Dean).

**College:** Collège Heritage/Heritage College.

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### Related Documents<sup>2</sup>

This document is to be used in conjunction with:

- *Heritage College Bylaw #1 concerning the General Administration of the College.*
- *Heritage College Policy #1 concerning Financial Management.*
- *Heritage College Policy #3 concerning Personnel Management.*

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<sup>2</sup> Copies of these documents are available from the Director General's office.