



Registered Nurses Association  
of the Northwest Territories  
and Nunavut

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ADMINISTRATION FINANCE POLICY

Policy Description: Signing Authority

Policy Number: AF5

**Effective Date: April 25, 2015**

**Signature:**

**Review Date: April 2018**

**New Policy** \_\_\_\_\_

**Revision: Partial**  **Complete** \_\_\_\_\_

**Applies To:** RNANT/NU Board of Directors, Executive Director and employees.

**Purpose:** To ensure the Board's oversight of RNANT/NU funds.

**Policy:**

(1) Any two of the following are authorized to sign documents related to financial matters:

- President
- President-Elect
- Vice-President, NT and/or Vice President, NU
- Treasurer
- Executive Director

(2) The Director of Regulatory Services and Policy and the Director of Professional Conduct Review may be the second signature on cheques for routine and invoiced expenses.

(3) Employees will not authorize payment for their own expense claims nor sign a cheque paid to either to themselves or a family member.

**Conditions and Exceptions:** N/A

**Authority and Accountability:**

This policy is issued under the authority of the RNANT/NU Board of Directors and is governed by the Northwest Territories Nursing Profession Act (2004) s13 (1), Nunavut Nursing Act (2004) s2 and RNANT/NU Bylaw 9 Section 2.

**History:** This policy revises and replaces Policy 1.8 written in 2003 and revised May 2012.