
 <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 1</p>	<p>ADMINISTRATION FINANCE POLICY</p> <p>Policy Description: Signing Authority</p> <p>Policy Number: AF5</p>
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<p><b>Effective Date: February 2020</b></p> <p><b>Signature:</b></p>  <p><b>Review Date: February 2025</b></p>	<p><b>New Policy</b> _____</p> <p><b>Revision: Partial</b> <u>  X  </u> <b>Complete</b> _____</p>
<p><b>Applies To:</b> RNANT/NU Board of Directors, Executive Director and employees.</p>	
<p><b>Purpose:</b> To ensure the Board's oversight of RNANT/NU funds.</p>	

**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.