

Toronto District School Board

Policy P082

Title: **EXECUTIVE SIGNING AUTHORITY**

Adopted: 13 November 2013

Revised:

Reviewed:

Authorization: Board

1.0 OBJECTIVE

To establish a policy regarding the signing authority of the Director of Education and Associate Directors of Education.

2.0 RESPONSIBILITY

The Director of Education holds primary responsibility for this Policy.

Within the Director's Office, the executive oversight and responsibility for the implementation, coordination and day-to-day management of the Policy is assigned to the Associate Director, Business Operations and Service Excellence.

3.0 POLICY

- 3.1. The Director of Education is the Secretary, Chief Education Officer and Chief Executive Officer of the Board. The Director is required to carry out his/her responsibilities under the Education Act and other legislation, in addition to responsibilities assigned by the Board of Trustees. The Director shall have all the duties and authority customarily required of the position. Except as otherwise provided by Board policy or by specific Board resolution, the Director shall have authority to sign all agreements, contracts and other legal instruments on behalf of the Board. The Director shall adhere to all laws, governmental requirements, Board policies and Board procedures that govern the signing of specific kinds of agreements, cheques, instruments or other documents. The Director shall present to the Board for approval at the earliest opportunity, or if not possible, for information, any unusual/exceptional matter or transaction.
- 3.2. Except as otherwise provided by Board policy or by specific Board resolution, an Associate Director of Education shall have the authority to sign all agreements, contracts and other legal instruments on behalf of the Board that are pertinent to the responsibilities of the Associate Director. The Associate Director shall adhere to all laws, governmental requirements, Board policies and Board procedures that govern the signing of specific kinds of agreements, cheques, instruments or other documents.

- 3.3. The Director of Education may delegate his/her signing authority in writing to an employee of the Toronto District School Board in order to permit the employee to carry out the requirements and duties of the employee's position. The employee is not permitted to sub-delegate the signing authority to another person unless specifically authorized to do so by the Director.
- 3.4. An Associate Director of Education may delegate his/her signing authority in writing to an employee of the Toronto District School Board in order to permit the employee to carry out the requirements and duties of the employee's position. The employee is not permitted to sub-delegate the signing authority to another person unless specifically authorized to do so by the Associate Director.

4.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this policy, including guidelines and templates governing the sub-delegation of signing authority.

5.0 REFERENCE DOCUMENTS

N/A