



# Policy for Signing of Contracts, Purchase Orders, or Other Commitments

- Commitments for venues of meetings of the Council or Committees as determined by Council, and for procurement of meeting material and facilities up to CAD \$100,000, are signed by the Executive Director and the Treasurer.
- Payment of financial obligations are signed by two persons of the Secretariat, as authorized by the banking resolution, which include the Executive Director; the Director of Communications and Development, and the Director of Operations and Finance, or the Treasurer;.
- Unless specified otherwise, other commitments are signed (facsimile signatures are acceptable) by two persons out of the Officers and the Executive Director, with the provision that one signatory be either the Treasurer or the Executive Director.

The Policy was revised following the removal of the function of Secretary General.

*Adopted by Council October 21, 2002; Last Revised February 1, 2014.*