



# 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 with a value of \$100,000 CDN or more, are signed by the Executive Director and one of the Officers.

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 Membership, and the Director of Operations and Finance, or one person from the Secretariat and one of the Officers.

Unless specified otherwise, other commitments are signed (electronic and facsimile signatures are acceptable) by two persons out of the Officers and the Executive Director, with the provision that one signatory be either the President or the Executive Director.

This policy will be reviewed by the Audit and Finance Committee at least every three years.