

Signing Authority, Authorization of Expenses, and Electronic Signatures

Policy Section: Executive Expectations	Policy Number: EE-13	Approved By: Council
Regular Council Policy Review Frequency: Every two years	Date Approved: December 4, 2020	Date Reviewed/Revised:

Purpose:

The purpose of this policy is to set the risk boundaries and expectations for the CEO/Registrar ensuring ethical and prudent standards for signing authority at CRNM as it relates to committing CRNM regulatory actions, resources, and the actual payments related to financial commitments made by the CEO/Registrar.

Policy:

The CEO/Registrar will operate with administrative policies in place which control signing authority and expense authority at the College of Registered Nurses of Manitoba (CRNM).

Specifically, the CEO/Registrar will:

Corporate Officers

1. Identify the Council signing officers of CRNM, as the Council Chair and the Chair-Elect.
2. Identify the staff signing officers for business matters, as the CEO/Registrar, the Chief Financial Officer, the Chief of Regulatory Practices, and the Chief of Quality Practice.
3. Identify the staff signing officers regarding regulatory decisions and actions as the CEO/Registrar, the Senior Consultant, Governance and Public Initiatives, the Chief of Regulatory Practices, and the Chief of Quality Practice.

Commitment to a Contract/Purchase for Goods and Services

4. Ensure that there is an administrative Signing Authority Policy which outlines a detailed approval process for contract/commitments for goods and services made by CRNM staff and that it is consistent with this policy.
5. Ensure that major contracts for goods and/or services over \$150,000 are signed by both the Council Chair (or official delegate i.e., Chair-Elect) and one staff signing officer (the CEO/Registrar or delegate).
6. Ensure that all lease contracts which run over multiple years with a cumulative total of more than \$150,000 are signed by the Council Chair (or Council delegate) and the CEO/Registrar (or official delegate).
7. Ensure the Administrative Signing Authority Policy reflects these signing authority limits.

Commitment to Deliver Regulatory Decisions or Actions

8. Ensure that there is an administrative Signing Authority Policy which outlines a detailed signing approval process for regulatory decisions and actions made through the CRNM regulatory processes.

Signing or Authorizing for Banking Transactions

9. Ensure that all banking transactions (e.g., cheques, banking agreements, fund transfers, etc.) are signed by two signing officers.

Expense Administration Signing Authority

10. Ensure that administrative signing policies and procedures regarding payment of expenses are written and clear for all staff and that these are followed by CRNM.
11. Regarding authorization of the direct expenses of the CEO/Registrar, the CEO/Registrar will keep their expenses related to conducting the business of CRNM to prudent levels and within the budget.

CEO/Registrar Expense Administrative Authority

12. Report all CEO/Registrar expenses using an Expense Reporting Form with allocation to specific cost codes and with all original receipts of expenses attached.
13. Submit expenses incurred for approval within 30 days on a normal basis and at a maximum of 45 days for reimbursement.
14. Secure the signature of the Council Chair (or official delegate) for all CEO/Registrar expense amounts including those charged to company credit cards.
15. Ensure all CEO/Registrar expenses are included in the records reviewed by the external auditor during the annual financial audit.
16. Report any amounts paid to the CEO/Registrar or to CRNM related to the CEO/Registrar providing paid services or consultation for other organizations.
17. Ensure that the administrative staff expenses signing policies and procedures follow these same principles for review including a senior staff signature and external audit review.

Use of Electronic Signatures

18. With regard to signing authorization, the CEO/Registrar will ensure:
 - a) Electronic signatures may be used by CRNM Council Members and Council Committee Members for conducting all Council and Council Committee business.
 - b) Electronic signatures may be used by Statutory Committee Members, and staff authorized for conducting their duties at CRNM.
 - c) CRNM has a secure and verifiable electronic signature mechanism in place.
 - d) All Council Members, Council and Statutory Committee Members, and relevant CRNM employees will be orientated to the secure electronic signature process to ensure high-security levels.