

**EXECUTIVE LIMITATIONS**

Under normal circumstances, the following personnel will be designated as signing officers of the organization:

Board

President  
Vice President  
Past President

Staff

Executive Director  
Attendant Services Director  
Human Resources and Finance Director  
Community Support Services Director

1. All cheques issued by the organization will bear two signatures:
  - A. For cheques under \$10,000 and for government remittances, payroll transfers and group health premiums of any amount, any two signatures will be deemed sufficient.
  - B. Cheques of \$10,000 or greater will require one board signature and one staff signature.
  
2. For legal documents, two signatures will also be required:
  - A. two board members, *or*
  - B. one board member and one staff member