



F1-7 APPROVALS AND AUTHORITY MATRIX

SCOPE

All contracts, documents or other instruments in writing that when signed, legally bind the Foundation to do, or not to do a defined thing.

The purpose of this policy is to identify the Officers of the Foundation, and to identify their respective responsibilities regarding the execution of documents, contracts, funding applications and other instruments in writing.

References to the "Board" in the definitions below refer to the Board of the Foundation.

References to the "Foundation" in the definitions below refer to either the Foundation or the Branch as applicable in the circumstances.

POLICY

Definitions

"Officer of the Board" shall mean the President, the Treasurer, the Secretary and any other member the Board designates as an "Officer of the Board".

"Officer of the Foundation" shall mean the CEO and any other employee of the Foundation that the Board designates as an "Officer of the Foundation".

"Signing Officer" shall mean any Officer of the Board and any Officer of the Foundation so designated by the Board.

"Signing Authority" shall mean any Officer of the Board and any Officer of the Foundation as well as any other person or persons so designated by the Board.

Policy

Any one Officer of the Board may sign all contracts, funding applications, documents or other instruments in writing requiring execution by the Board, or on behalf of the Board. All such contracts, funding applications, documents or other instruments in writing so signed shall be binding on the Board without further authorization or formality.



All contracts, funding applications, documents or other instruments in writing requiring execution by the Foundation or on behalf of the Foundation, shall be signed by any one Officer of the Foundation, or by an Officer of the Board provided such contracts, funding applications, documents or other instruments are within appropriate authority levels. All such contracts, funding applications, documents or other instruments in writing so signed, shall be binding on the Board and the Foundation, without any further authorization or formality.

Note that for clarity, all funding applications that are made in the name of the Societies must be reviewed and approved by an Officer to ensure that they comply with the mandate of the Foundation and with the applicable Canada Revenue Agency requirements.

For ease of administration the Board may, from time to time, authorize certain employees of the Foundation to execute contracts, documents or other instruments in writing.

The Board of Directors shall approve signing authorities and any subsequent changes from time to time as required and ensure that the necessary process has been followed to enact same.

Signing Authorities

The Board of Directors has duly appointed the following Signing Officers, for and on behalf of the Foundation.

Board

Title	Limit of Authority
President, Board of Directors (Board representative)	Unlimited
Board Member	Unlimited

Foundation

Title	Limit of Authority
CEO	Unlimited
x	\$x,000



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Cheque signing authority determines which management staff and Directors may sign cheques on behalf of the Foundation, authorizing payment for goods and services. All cheques require two signatures and for those amounts of \$x,000 or more, one of the signatures must be a Board member. As an additional control, cheque recipients shall not be one of the two required signatures.