

**SCHOOL AID UK CIO**  
**Authorised Signature Policy**  
**19<sup>th</sup> September 2019**

It is School Aids policy that only named School Aid Trustees and appointed members of staff may sign on behalf of School Aid.

**Procedure**

Authorisation to sign on behalf of School Aid by a member of the board of Trustees or staff must be first proposed and then approved at a meeting of not less than 3 School Aid Trustees and the decision recorded in the meeting notes. Authority to sign can be rescinded at any time by the Chairman of Trustees.

**Financial**

Financial documents and agreements can only be signed on behalf of School Aid by the School Aid Treasurer.

With the exception of specific permissions given in writing by the treasurers to School Aids Book Keeper and PAYE Volunteer Managers.

**Operational Agreements including Memorandum of Understandings and Agreements with partners both in the UK and Abroad**

Can be signed on behalf of School Aid by:

- School Aid Trustees
- School Aid General Manager
- School Aid UK and Operations Manager
- School Aid Africa Programme Manager