

## Decision Profile

### Authorized Signatories for the CPD

#### Decision Required:

To approve the list of authorized signatories for the Christian and Missionary Alliance – Canadian Pacific District (CPD).

#### Why It's Coming to DEXCOM:

Authorized signatories must be determined and approved by DEXCOM at least every two years.

#### Background:

The *Signature Authority and Contract Execution Policy* states:

Authorized signatories will be determined and approved by the District Executive Committee at least every two years or as needed, and will include;

- the District Superintendent,
- Treasurer,
- Finance Director, and
- other staff or DEXCOM members as determined to be prudent in order to conduct the business of the District in an expeditious manner.

As well, in the *DEXCOM Policy Governance Manual*, 4.4.15. states:

The District Superintendent will not:

Fail to bring to DEXCOM, at least every two years, a list of proposed authorized signatories for the District. Authorized signatories will be determined and approved by DEXCOM.

Currently, the authorized signatories are:

- Aaron Chan, Director of Finance
- Mark Hutchinson, DEXCOM Treasurer
- Erin Knott, Assistant District Superintendent
- Mark Peters, District Superintendent
- Dwayne Toews, Assistant District Superintendent



There have been multiple transitions in the CPD staff team and on DEXCOM since the signatories were last approved at the October 2022 DEXCOM meeting:

- Aaron Chan has retired and is no longer on the CPD staff team
- Paul Townsend has been hired as the Director of Finance to replace Aaron Chan
- Mark Hutchinson completed his service as a DEXCOM member
- Brad Boyd was elected as the DEXCOM Treasurer

As well, there is a need to have all Lead Team members become signing authorities to expedite payments.

It is recommended that the list of authorized signatories be updated to:

- Brad Boyd, DEXCOM Treasurer
- Genghis Chan, Assistant District Superintendent
- Erin Knott, Assistant District Superintendent
- Mark Peters, District Superintendent
- Lisa Rohrick, Assistant District Superintendent
- Dwayne Toews, Assistant District Superintendent
- Paul Townsend, Director of Finance

**Recommendation/Motion:**

THAT DEXCOM approves the following list of authorized signatories for the Christian and Missionary Alliance – Canadian Pacific District:

- Brad Boyd, DEXCOM Treasurer
- Genghis Chan, Assistant District Superintendent
- Erin Knott, Assistant District Superintendent
- Mark Peters, District Superintendent
- Lisa Rohrick, Assistant District Superintendent
- Dwayne Toews, Assistant District Superintendent
- Paul Townsend, Director of Finance

