

**Full Authority**  
**18 April 2024**  
**Agenda Item: 14**

**Signing Officer Re-Appointment**

**Background**

At the 18 January 2024 Board meeting, the following motion was passed.

*FA Motion G 16/24*

*Moved by: Colin McLellan*

*Seconded by: Michael Metcalf*

*That Jan O'Neill be appointed as an additional signing officer for the purpose of signing CVCA cheques.*

*Carried*

Jan O'Neill was chosen to be the additional signing officer due to her close proximity to the CVCA office in the event neither the Chair or Vice-Chair were unavailable to sign cheques.

**Current Status**

Jan has recently decided to resign from the CVCA Board and will therefore leave this appointment vacant.

***Staff Recommendation***

***That the Board appoint another Board member to replace Jan O'Neill as the third signing officer to ensure the ongoing flexibility to sign cheques in the event neither the Chair or the Vice-Chair are available.***

***Board Decision***

***TP***