



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 006

SECTION: BRD

SUBJECT: ACCESS TO CREDIT UNION SAFETY DEPOSIT BOX	
MOTION #: 06-06-2018	DATE OF MOTION: June 26/18
CHAIRPERSON: Eugene Sander	DATE SIGNED: June 26/18
EFFECTIVE DATE: March 17, 2003	REVISED DATE:
DATE REVIEWED: April 16, 2018	

PURPOSE

The purpose of this policy is to direct who has access and how access is achieved to the safety deposit box belonging to the St. Anne Centre Society and located at the St. Joseph Credit Union, Petit de Grat.

POLICY

Access by Society members to the St. Joseph's Credit Union Safety Deposit Box contents will be restricted to any two of the following – The Board Chair, Treasurer or Secretary of the Society. The CEO or Financial Officer is granted access providing they are accompanied by one of the above Board members.

A list will be maintained of the Safety Deposit Box contents with a copy to be kept in the Safety Deposit Box and in the St. Anne Centre safe.

Any documents added or removed must be listed, dated and initialed.

DEFINITIONS

Society - St. Anne Centre Society

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