

**COMMONWEALTH OF MASSACHUSETTS  
BOARD OF REGISTRATION IN RESPIRATORY CARE**

**PROPOSED Administrative Policy 08-05**

<b>Title</b>	Delegation of Signature Authority
<b>Purpose</b>	The Board of Registration in Respiratory Care ("Board") adopts this policy to enable the Executive Director to effectuate actions that have been authorized by the Board where such actions require a Board authorized signature.
<b>Date Adopted</b>	3-18-14
<b>Policy</b>	<ol style="list-style-type: none"><li>1. The Board recognizes that to effectuate actions authorized by the Board, it is necessary that an authorized representative sign documents on the Board's behalf. Such documents include, but are not limited to:<ul style="list-style-type: none"><li>• Orders issued by the Board</li><li>• Consent Agreements authorized by the Board</li><li>• Notices issued by the Board</li><li>• Correspondence from the Board</li></ul></li><li>2. The Board designates the Executive Director of the Board as the authorized representative to sign documents as necessary to effectuate Board authorized actions.</li><li>3. During any period when the position of Executive Director may remain unfilled, the Board may designate the Associate Director or Board Counsel as its authorized representative.</li><li>4. During any period when the authorized representative is absent from the Board's offices during normal business hours for more than one day, the authorized representative may delegate signing authority to the Associate Director or Board Counsel. Prior to delegating such authority, the authorized representative shall notify Board members of such delegation.</li></ol>