

COMMON SEAL POLICY

Level	Governance
Responsibility of	Governance and Risk Manager
Approver/Owner	Trust Board
Contact	Linda Noble
Approval Date	2022
Next Review	2024

1. Introduction

1.1. Purpose

The purpose of this policy is to establish:

- a) authorised purposes for attaching the seal to a document;
- b) authorities for approval of the use of the seal
- c) authorities for attaching the seal to a document; and
- d) authorities for countersigning the seal

1.2. Scope

This policy applies to all workers of the Auckland War Memorial Museum (Auckland Museum).

Workers are defined as being current employees (part and full time), those working from home, contractors, people seconded to the Museum, volunteers, and those who hold an interest in the management and governance of the Museum.

1.3. Objectives

To provide guidance on the presence and usage of the seal on a document, countersigned by relevant authorised persons, as conclusive proof of an act or undertaking on behalf of the Auckland Museum.

2. Common Seal Policy Statement and Policy Criteria

The underlying transaction to which the Seal is to be affixed must first be approved in accordance with the authorities as set out in this policy.

Documentation verifying the authority to use the Common Seal will be recorded in a register that is maintained by the Governance and Risk Manager

Responsibility for the safe custody of the seal rests with the Director Enterprise, Finance and Property.

A form to request use of the Common Seal is found in Appendix A.

3. Authorised Purpose

The seal is to be attached to:

- a) legal documents of major significance
- b) documents where other parties specifically request it

4. Authorities for Approval of the Use of the Seal

Approval of the use of the seal is to only be given by the Trust Board.

5. Authorities For Attaching the Seal

The authorities who may attach the seal for particular purposes are:

- Head of Finance
- Director Enterprise, Finance and Property
- Chief Executive
- Governance and Risk Manager

6. Authorities for Countersigning the Seal

The seal has no authority unless it is countersigned by at least two relevant authorised persons (one of whom must be either the Trust Board Chair or Deputy Chair) as follows:

- Chief Executive
- Trust Board Chair
- Trust Board Deputy Chair
- Governance and Risk Manager

7. Ownership and Approval Process

The Trust Board is the owner of this Policy and is responsible for approving any amendments.

8. Review Process

This policy will be reviewed on a two-year cycle.

Approved by the Trust Board – 14 April 2022

