

Employment and Assistance Appeal Tribunal
Guideline for Members

Express Authority for Signing Decisions

December 2008

Express consent allows a panel member to sign the decision form on behalf of another panel member when that other member is not physically present.

Options:

1. Upon reviewing and approving parts “E” (Summary of Facts) and “F” (Reasons for Panel Decision) of the decision form, the panel member who is not physically present may send an email to the panel chair authorizing the panel chair to sign on their behalf. The panel chair must return this email of authorization, along with the appeal record, to the Tribunal office. Appeal coordinators are to note the authorization in the Case Information Tracking and Reporting program (CITAR).
2. If the panel member is unable to email an authorization for signing decisions to the panel chair, they may contact the appeal coordinator to advise of their authorization. The appeal coordinator will note the authorization in CITAR and will inform the panel chair of receipt of the authorization and to request that the panel chair sign on behalf of the authorizing panel member.

Panel chairs are to sign their own name in the signature block followed by “on behalf of” and the relevant panel member’s name.