



## Who are Authorized Officers?

Authorized officers are the primary points of contact between your organization and the United Church Funds (UCF) Client Services team. These individuals are given authorization by the organization's governing body to transact business related to the organization's financial assets held in one or more investment accounts at UCF. Commonly, authorized officers serve as Treasurers, Investment Committee Chairpersons or in other financial leadership roles within an organization; but regardless of title, they have one important duty in common: all authorized officers act in a fiduciary capacity on behalf of their organization.

## What are the roles of Authorized Officers?

Authorized officers are the only persons from whom UCF can accept instruction to withdraw funds, change allocation between investment funds and/or transfer funds to the organization's investment accounts. UCF requires authorized officers to provide all instructions in writing via a letter, [UCF form](#) or by email to [info@ucfunds.org](mailto:info@ucfunds.org). In addition, authorized officers will receive email confirmations of all transactions. Authorized officers also have access to the organization's investment accounts, reports and other information through [UCF's client portal](#).

## How do organizations select Authorized Officers?

Upon the initial account opening, authorized officers are listed in a corporate resolution. UCF requires authorized officers to be named (both by name and position/title), and the resolution must be signed and notarized. Below is a sample of language provided by UCF for the initial corporate resolution:

*Be it resolved that (Church Name) hereby authorizes its (Officer 1 Name) and/or (Officer 2 Name) to establish one or more investment accounts with United Church Funds, in any of its Common Investment Funds presently in existence or established at a future date. Any future transactions related to the organization's investments with United Church Funds may be authorized by the current officer in whatever form required by United Church Funds.*

## How do organizations change Authorized Officers?

UCF requires a **Change of Authorized Officers** form below to be completed with all contact information for newly authorized officers to ensure a smooth and timely transition from previous officers. Additionally, UCF requires a digital copy of meeting minutes, a new corporate resolution or other documents from the organization that provides written confirmation of the change in leadership. The contact information form and confirmation document(s) should be sent to UCF by the organization's current (outgoing) authorized officers or executive staff.

Please note that changes to authorized officers may take up to 10 business days to be updated. We will send an email confirmation to the new authorized officers when the updating process is complete. **NOTE:** Make sure to update the profile section of your account on the [client portal](#) with the name and contact information of any newly authorized officers. As a reminder, the portal username remains the same across officers; the password can be changed by clicking on the CHANGE PASSWORD button in the profile section.



## CHANGE OF AUTHORIZED OFFICERS FORM

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

UCF Account Number(s): \_\_\_\_\_

Date: \_\_\_\_\_

New Authorized Officer(s) – Contact Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_ (Organization Name) does hereby affirm that the persons listed above are established as new authorized officers for investment accounts held with United Church Funds. The organization requests that full authority be granted, including authority to provide transaction instructions to UCF and online access to the accounts listed above. Once processed, all former authorized officers will be removed from association with the accounts.

Outgoing Authorized Officer Signature(s):

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Title, Name)

\_\_\_\_\_  
(Title, Name)

Date: \_\_\_\_\_

Date: \_\_\_\_\_