

# ROLE OF THE SECRETARY TREASURER

## Background

Guided by the District's vision, mission, motto, values and belief statements, and guiding principles, the Secretary Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

## Procedure

The Secretary Treasurer is responsible to the Superintendent and has statutory responsibility to the Board. The Secretary Treasurer may report directly to the Board on business and corporate affairs. The Secretary Treasurer works closely with a variety of personnel and groups and provides for:

### 1. Leadership Practices

- 1.1. Provides leadership in the development of the annual operating, special purpose funds and capital budgets within Ministry parameters and in response to Board direction.
- 1.2. Provides leadership in the business and corporate affairs of the District, including the provision of current information and analysis when advising the Board in relevant areas.
- 1.3. Provides advice and input to management and leadership groups and the Superintendent regarding general operating procedures of the District, system wide organizational planning and policy development and recruitment, and selection and reassignment of administrative and management staff.
- 1.4. The Secretary Treasurer is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 1.5. Works to achieve goals approved by the Board or Superintendent for the finance, payroll, maintenance operations, technology and the District.
- 1.6. Monitors the achievement of the goals established for the finance, payroll, maintenance operations, technology and those related to the duties of this position.
- 1.7. Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 1.8. Acts, advocates and liaises, with community and parent organizations, individual parents and citizens, other Districts, government and government agencies and organizations, to effectively administer the business and corporate affairs of the District.

### 2. Planning and Reporting

- 2.1. Provides advice and input to management and leadership groups and the Superintendent regarding general operating procedures of the District, system wide

organizational planning and policy development and recruitment, and selection and reassignment of administrative and management staff.

- 2.2. Prepares new Board policy drafts and monitors the effectiveness and appropriateness of Board policies related to business and corporate operations.
- 2.3. Establishes, monitors and manages procurement procedures, inventory control mechanisms, financial control and audit systems, and receipt and disbursement of funds.

### 3. Corporate Secretary and Treasurer

- 3.1. Performs the duties as the corporate officer of the Board including, but not limited to, administering oaths, affixing the corporate seal, taking and signing affidavits, preparing and circulating minutes of Board meetings, and ensuring that contracts between the Board and second parties conform to legal requirements.
- 3.2. Allocates school operating and capital budgets, monitor school financial procedures and direct and assist school and District administrative and management personnel in financial matters.
- 3.3. Ensures accuracy of recording of Board proceedings at meetings (minutes).
- 3.4. Provides leadership in the development of contracts, agreements, and partnerships with outside agencies/corporations.
- 3.5. Provides for the fiscal management of the District in accordance with the terms and or conditions of any funding received by the District under the School Act or any other applicable legislation.
- 3.6. Produces financial reports in compliance and accordance with all legal, ministerial and Board mandates and timelines.
- 3.7. Monitors and takes corrective action in departments that have not achieved the financial objectives.

### 4. FOIPPA and PIPA Coordinator

- 4.1. Ensures the maintenance, transparency, and access of records in accordance with the Freedom of Information and Protection of Privacy legislation act (FOIPPA) and Personal Information Protection Act (PIPA).

### 5. Personnel Functions

- 5.1. Recruit, assign and coordinate personnel, services and resources to effectively lead and manage the business affairs of the District.
- 5.2. Works collaboratively with the Board in negotiating collective agreements.
- 5.3. Administers collective agreements in accordance with Board mandate.
- 5.4. Provides for the supervision and evaluation of “direct reports”.

### 6. Board and System Relations

- 6.1. Establishes and maintains positive professional working relations with the Board and all staff.

6.2. Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.

7. Other Duties and Obligations

7.1. Performs other duties assigned by the Superintendent after consultation with the incumbent and/or other duties assigned by the Board.

Reference: Sections 22, 23, 24, 65, 67, 69, 85 School Act  
School Regulation 265/89

Adopted: June 20, 2017  
Revised: May XX, 2019