

220: SECRETARY-TREASURER (P)

Approved: 00 02 08
Amended: 16 11 22

Title: Secretary - Treasurer
Section: Management
Reports to: Superintendent of Schools/CEO
Date: August 1, 2003

SUMMARY

Reporting to the Superintendent, the Secretary - Treasurer is an Executive Officer of the Board of School Trustees and is Corporate Financial Officer of the District. The Secretary - Treasurer has specific authority, responsibility and duties under the School Act and Regulations.

DUTIES

1. Execute the duties and responsibilities as described in the School Act and Regulations, and other legislation.
2. Direct the work of the Executive Assistant who acts as Corporate Secretary for the Board of School Trustees.
3. Advise the Board in the proper exercise of its duties under the School Act and other legislation.
4. Direct the work of the Executive Assistant who with input from the Chair of the Board and the Superintendent, prepares the agendas for Board and assigned committee meetings.
5. Ensure that minutes of Board and assigned committee meetings are prepared.
6. Be responsible for all legal, insurance and rental matters of the District.
7. Be responsible for the acquisition, retention and disposal of all District assets in accordance with Board policies.
8. Ensure that trustee elections are properly conducted as required.
9. With assistance from the Business Manager and Human Resources Assistant, be responsible for the budgeting, financial control and reporting functions of the District.
10. Maintain effective relations with Ministry officials, Municipal officials, Auditors, Legal Counsel, and others who have business relations with the School District.
11. Maintain positive relations with employee groups and individual employees.
12. May act as spokesperson for the Board in accordance with Board policy and practices.
13. Act as the District Freedom of Information and Protection of Privacy Officer.

14. Attend School Board and Committee meetings as required.
15. Participate as an active member of the Executive Committee.
16. Perform other duties as assigned by the Superintendent.

QUALIFICATIONS

1. A relevant University degree is required; a professional accounting designation or equivalent is an asset.
2. A minimum of 10 years of management experience, with a good understanding of public administration, accounting, finance and capital asset management.
3. A good understanding of human resources, labour relations and collective agreements.
4. Strong, positive interpersonal skills.
5. Technical skills appropriate for the responsibilities and duties.

EMPLOYEE GROUP

The Secretary - Treasurer is a member of the Management/Excluded group with applicable salary, benefits and working conditions specified in an employment contract.