POLICY 1.32 ROLE OF THE SECRETARY TREASURER

Background

Guided by the District's vision, principles, mission and values and our goals, 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.

The Secretary-Treasurer is the Chief Financial Officer who is responsible for complying with the accounting and administrative procedures prescribed by the Minister of Education and Child Care. The Secretary-Treasurer is empowered by law to carry out all the duties assigned to a Secretary-Treasurer under the School Act and *Regulation*.

Procedures

The Secretary-Treasurer is directly responsible and accountable to the Superintendent as well as an officer to the board.

The Secretary-Treasurer will have specific responsibilities as/for:

1. **Corporate Secretary**
   - 1.1 Arranges and provides notice for all Board meetings, including committee and public meetings.
   - 1.2 Ensures accuracy of recording of Board proceedings at meetings (minutes).
   - 1.3 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
   - 1.4 Ensures appropriate insurance policies are in place for the District.
   - 1.5 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and Regulations.
   - 1.6 Provides for the interpretation of legislation affecting the operation of the District, as directed by the Superintendent.
   - 1.7 Acts as District's electoral officer for the election of trustees.

2. **Corporate Treasurer**
   - 2.1 Ensures the fiscal management of the District is in accordance with the terms or

conditions of any funding received.

2.2 Ensures the operation of the District is fiscally responsible.

2.3 Designs budget cycles which meet provincial requirements and provide for Right Holder and stakeholder input.

2.4 Prepares the draft budget, aligned with the Strategic Plan, for the Superintendent's consideration.

2.5 Acts as the District's purchasing agent.

2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent's directives.

2.7 Assists school sites with preparation of budgets and the management of their financial affairs.

2.8 In collaboration with the Assistant Superintendent, Human Resources, provides support to the Board's negotiating committees.

3. **Facilities and Property Management**

3.1 Provides leadership in the development of annual updates to the Capital Plan and of a Facilities Master Plan, including provisions for instructional and support services.

3.2 Ensures that building assets are maintained according to Occupational Health and Safety as well as applicable legislation.

4. **Student Transportation**

4.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the District.

5. **Human Resources Management**

5.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Superintendent.

5.2 Provides input to the Superintendent with regard to the recruitment and appointment of District Office and Facilities support personnel.

5.3 Provides support to the Superintendent in the provision of learning opportunities for bus drivers, facilities and maintenance personnel and District Office support staff and for business functions for school personnel.

6. **Administrative Procedures**

6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.

6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.

6.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.

7. **Organizational Management**
   7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent's directives.
   7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. **Communications and Community Relations**
   8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in their area of responsibility.
   8.2 Ensures parents/guardians and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
   8.3 Investigates, and facilitates resolution of concerns, and conflicts.
   8.4 Demonstrates a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.
   8.5 The Secretary-Treasurer will work in collaboration with Local Rights Holders and Fiscal Accountability Partners, including First Nations, Local Education Agreement parters, Metis, and Indigenous Education Councils, to ensure transparent, equitable, and accountable allocation of resources that support improved outcomes for Indigenous learners and uphold commitments to Truth and Reconciliation.

9. **Superintendent Relations**
   9.1 Establishes and maintains positive professional working relations with the Superintendent.
   9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
   9.3 Provides the information which the Superintendent requires to perform their role in an exemplary fashion.

10. **Leadership Practices**
   10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
   10.2 Exhibits a high level of personal, professional and organizational integrity.
   10.3 Other duties as assigned by the Superintendent.