

Administrative Procedure 460

Last Revised: April 2011

THE ROLE OF THE SECRETARY-TREASURER

Background

Guided by the Division's mission, vision, values and goals, the Secretary-Treasurer assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in the *School Act*, Alberta Education Policy and Regulations and Board Policy. The Secretary-Treasurer is a member of the Senior Administrative Leadership Team. The Secretary-Treasurer is the senior financial officer of the Board and is responsible for the business, facilities, risk management, and transportation components of the Division's operations. The Secretary-Treasurer also acts as the Division's FOIP Coordinator.

Procedures

The Secretary-Treasurer is directly responsible and accountable to the Superintendent. The Secretary-Treasurer will have the following responsibilities:

1. Faith Leadership
 - 1.1 Models involvement in the Catholic Faith community.
 - 1.2 Provides Catholic leadership in all decisions and actions.
 - 1.3 Provides opportunities for spiritual development for his/her staff

2. Corporate Secretary
 - 2.1 Using the corporate seal for all documents that require the signatures of the signing officers.
 - 2.2 The control and safe keeping of the corporate seal.
 - 2.3 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations as follows:
 - 2.3.1 Board minutes, appraisals, boundaries, deeds, easements, land inventories, mortgages, building plans and specifications, pay and benefit summaries, balance sheets, audited financial statements, contracts are to be maintained on a permanent basis
 - 2.3.2 Records to be reviewed and then destroyed according to the following schedule are:
 - 2.3.2.1 Student records – 26 years from date of birth.
 - 2.3.2.2 Personnel records – 80 years from date of birth.

- 2.3.2.3 General correspondence, general accounting, inventories, surveys and reports – 10 years.
 - 2.3.2.4 Catalogues, curriculum materials, calendars, leases – until replaced.
 - 2.4 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
 - 2.5 Arranges for the election of Trustees
3. Treasurer
- 3.1 Ensures the fiscal management of the Division is in accordance with the terms and conditions of any funding received under the School Act or any other applicable act or regulation.
 - 3.2 Ensures the operation of the Division is fiscally responsible.
 - 3.3 Provides timely and scheduled reports on the status of budgets to appropriate personnel.
 - 3.4 Assists school sites and other personnel with preparation of budgets and the management of their financial affairs.
 - 3.5 Ensures adequate internal financial controls exist and are consistently being followed.
 - 3.6 Develops and provides an expense payment schedule for staff members attending conferences, conventions, workshops or related functions. A copy of the schedule and the appropriate forms will be included in the forms manual.
 - 3.7 Maintains a financial monitoring system and generating the financial reports required or requested by the Superintendent.
 - 3.8 Provides payment for materials and supplies for the division and exercises control over the supplies of blank purchase order forms and cheque stock.
 - 3.9 Develops and implements payroll procedures for all division employees.
 - 3.10 Administers all division business functions in a manner that is consistent with generally accepted accounting procedures and practices, and legal and ethical requirements.
 - 3.11 In collaboration with the Deputy Superintendent, provides support to the Board's negotiating committees.
4. Risk Management
- 4.1 Ensures appropriate insurance policies are in place for the Division
 - 4.2 Ensures Division compliance with Occupational Health and Safety legislation

- 4.3 Reviews risks associated with Division operations and makes recommendations for minimizing losses
 - 4.4 Sits as the Board's representative on the Urban School Insurance Consortium
 - 4.5 Ensures administrative procedures are in place to ensure the safety and security of students and staff
5. Facilities and Property Management
- 5.1 Supervises and administers the operational and maintenance requirements for schools and Division facilities and properties.
 - 5.2 Coordinates the planning and development of long-range facility plans, including submissions to Alberta Infrastructure.
 - 5.3 Coordinates major capital projects undertaken within the division.
 - 5.4 Provides for appraisals and inventories of Division property.
 - 5.5 Prepares estimates of capital requirements for by-law purposes, and addresses the administrative details pertaining to referendums and by-laws.
 - 5.6 Ensuring that the proper tendering and contracting procedures are followed.
6. Student Transportation
- 6.1 Ensures the provision of safe, efficient, economical and student centered transportation services within Division urban centers and rural areas.
 - 6.2 Provides liaison with other school divisions that transport Division students by way of transportation agreements.
 - 6.3 Negotiates and administers transportation agreements with transportation companies and other school divisions as required.
 - 6.4 Ensures that all eligible transportation grants are received by the Division.
7. Communications
- 7.1 Takes appropriate actions to ensure open and transparent communications (and external when required) are developed and maintained in areas of responsibility.
 - 7.2 Works with the Superintendent to ensure that positive and internal communications are developed and maintained.
8. Board and Superintendent Relations
- 8.1 Provides the information which the Superintendent requires to perform his/her role in an exemplary fashion.

- 8.2 Establishes and maintains positive working relations with the Board through the Superintendent
 - 8.3 Attends Board meetings and appropriate Board committee meetings and functions.
 - 8.4 Assists in the preparation of Board and committee agendas.
 - 8.5 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
 - 8.6 Provides leadership in the planning, development, implementation and evaluation of Board Policies and Administrative Procedures within areas of responsibility.
9. Other Responsibilities
- 9.1 Supports the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
 - 9.2 The maintenance of professional relationships with School Administrators, Teachers, Division staff, parents and affiliated individuals, groups or organizations.
 - 9.3 Performs other responsibilities as assigned by the Superintendent.