



## THE ROLE OF THE SECRETARY-TREASURER

### Background

*Board Policy 20: Fiscal Stewardship* states that the Board and the employee have a shared responsibility to operate in a fiscally responsible manner. 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, risk management, and transportation components of the Division's operations. The Secretary-Treasurer also acts as the Division's FOIP Coordinator and works in collaboration with the Director of Facilities.

### 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 Access to Information Act (AITA), Protection of Privacy Act (POPA), 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 will be communicated on an annual basis. Expense claim forms shall be available on the division's employee personnel system.
  - 3.7 Maintains a financial monitoring system and generates 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, or oversees a designate, 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 In collaboration with the Director of Facilities, 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 In collaboration with the Director of Facilities, coordinates major capital projects undertaken within the division.
  - 5.4 In collaboration with the Director of Facilities, 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 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
  - 8.5 In collaboration with the Senior Administrator Leadership Team, plans, develops, implements and evaluates 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.