

AP 4302: Role of Secretary-Treasurer

Background:

Guided by the District's vision, mission, strategic priorities and 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](#), Board policy and District administrative procedures.

The Secretary-Treasurer is the corporate 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 265/89.

Procedures:

1. The Secretary-Treasurer is directly responsible and accountable to the Superintendent.
2. The Secretary-Treasurer will have specific responsibilities as and for the following:
 - 2.1. Corporate Secretary:
 - 2.1.1. Arranges and provides notice for all Board meetings, including committee and public meetings.
 - 2.1.2. Ensures board materials have appropriate information for the Board to make effective and knowledgeable decisions.
 - 2.1.3. Ensures accuracy of recording of Board proceedings at meetings (minutes).
 - 2.1.4. Prepares board orientation materials related financial processes and provides financial governance professional development.
 - 2.1.5. Ensures proper completion of contracts, agreements, and partnerships with outside corporations/agencies.
 - 2.1.6. Ensures appropriate insurance policies are in place for the district.
 - 2.1.7. Ensures the maintenance, access, and protection of records is in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and Regulations.
 - 2.1.8. Provides for the interpretation of legislation and provincial policy affecting the operation of the district.
 - 2.1.9. Acts as chief electoral officer for the election of trustees.

2.2. Finance:

- 2.2.1. Ensures the fiscal management of the district is in accordance with the terms or conditions of any funding received.
- 2.2.2. Develops budgets with student experiences and success as a priority and aligned with strategic directions and advises on the ability to sustain the services or programs into the future.
- 2.2.3. Ensures the operation of the district is fiscally responsible and maintains reserves to allow for future planning initiatives.
- 2.2.4. Ensures the district is supported by an appropriate financial system, processes, procedures, and internal controls.
- 2.2.5. Designs budget processes which meet provincial requirements with timelines and information provided, ensures transparency and understanding and allows for partner input.
- 2.2.6. Prepares the draft budget that supports the operationalization of the Strategic Plan.
- 2.2.7. Acts as the District's purchasing agent.
- 2.2.8. Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, Superintendent and Board requests.
- 2.2.9. Provides school sites and district managers with budget information to assist them with the management of their budgets and finances.
- 2.2.10. Ensures payrolls are processed on schedule and that all required reporting is submitted as required.
- 2.2.11. Works collaboratively with the external auditors to provide accurate financial statements.

2.3. Facilities and Operations:

- 2.3.1. Provides leadership in the development of a Long-Range Facilities Plan and annual updates to the Capital Plan, including provisions for instructional and support services.
- 2.3.2. Oversees the maintenance of building assets to an appropriate standard and ensures district compliance with the requirements of Occupational Health and Safety legislation.

- 2.3.3. Manages any leases of facilities, sale of properties or shared use of space with community.
- 2.3.4. Oversees the provision of business technology services in cooperation with the instructional support of technology for learning.
- 2.3.5. Acts as the building administrator at the School Board Office.
- 2.4. Student Transportation:
 - 2.4.1. Oversees the transportation system provided by the district to ensure the safety and welfare of students while being transported to and from school programs.
- 2.5. Human Resources Management:
 - 2.5.1. Provides support to the Director - Human Resources for the collective bargaining process with all unions.
 - 2.5.2. Oversees the staffing allocation and assignment process.
 - 2.5.3. Oversees reports for PSEC and approval of the submission of EDAS data.
 - 2.5.4. Ensures:
 - 2.5.4.1. Preparation of staffing plans that fit within the budget.
 - 2.5.4.2. Implementation of employee benefit plans.
 - 2.5.4.3. Compliance with employment legislation, BCPSEA policies, PSEC approvals.
 - 2.5.4.4. Regular reconciliation of human resources allocations and finance.
- 2.6. Freedom of Information and Protection of Privacy:
 - 2.6.1. Acts as the District's Privacy Officer.
 - 2.6.2. Ensures compliance for FOIPPA and related policy and legislation.
- 2.7. Administrative Support:
 - 2.7.1. Oversees the School District Policy manual, arranging for publishing and distribution of new or revised policies and bylaws.
 - 2.7.2. Oversees the records and files for the finance and administration department and corporate affairs of the Board.

- 2.7.3. Provides leadership in the planning, development, implementation, and evaluation of administrative procedures within areas of responsibility.
- 2.7.4. Ensures application of Board policy and administrative procedures as required in the performance of duties.
- 2.7.5. Coordinates legal services and risk management services for the district.
- 2.8. Communications and Community Relations:
 - 2.8.1. Provides timely internal communication that is open and transparent and enables staff to effectively do their work.
 - 2.8.2. In collaboration with the Superintendent, provides open and transparent external communication.
 - 2.8.3. Ensures a high level of satisfaction with the services provided and the responsiveness of the business operations.
 - 2.8.4. Investigates and facilitates resolution of concerns and conflicts.
- 2.9. Leadership Practices:
 - 2.9.1. Establishes and maintains positive professional working relations with the Superintendent;
 - 2.9.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff members to do the same; and,
 - 2.9.3. Provides the information that the Superintendent requires to perform, in an exemplary manner, the Superintendent's role.
 - 2.9.4. Practices leadership in a manner that is viewed positively and has the support of those with whom they work.
 - 2.9.5. Exhibits a high level of personal, professional, and organizational integrity.
 - 2.9.6. 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.