

Administrative Procedure 473

Human Resources

SECRETARY-TREASURER QUALIFICATIONS

PROCEDURES

1. The Charter Board will contract for the services of a Secretary-Treasurer with:
 - 1.1 strong interpersonal relationship skills;
 - 1.2 professional skills; and
 - 1.3 knowledge suitable for the position.
2. The Charter Board prefers to contract a Secretary-Treasurer with experience in school operations.
3. The Charter Board requires that the Secretary-Treasurer be knowledgeable of and committed to the Charter and work towards achievement of the Charter's objectives.
4. The Secretary-Treasurer must be bonded as required under the *School Act*.

Legal Reference: *School Act*
Date of Adoption: June 7, 1999
Date of Revision: December 5, 2003, October 6, 2016
Due for Review: October 6, 2018