

# Administrative Procedure 474

## Human Resources

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### SECRETARY-TREASURER ROLE DESCRIPTION

#### BACKGROUND

The Secretary-Treasurer is responsible for ensuring the financial management of the school is in accordance with the terms or conditions of any grants received by the Charter Board under the *School Act* or any other *Act*, and for serving as secretary to the Charter Board.

The Secretary-Treasurer reports directly to the Superintendent. The Secretary-Treasurer attends meetings of and shall make a regular report to the Charter Board.

#### PROCEDURES

##### Expectations

1. The Secretary-Treasurer shall:
  - 1.1 serve as a resource person to the Charter Board on matters relative to the finances of the school; and
  - 1.2 receive reasonable remuneration as determined by the Charter Board.
2. The Charter Board expects the Secretary-Treasurer to:
  - 2.1 provide results-oriented leadership in respect to the Charter Board's fiscal goals and objectives;
  - 2.2 assist with long-range planning in respect of budgets;
  - 2.3 communicate effectively on behalf of the Charter Board when directed to do so by the Charter Board; and
  - 2.4 provide for the efficient and effective financial operation of the school.

##### Duties

3. The Secretary-Treasurer is responsible for:
  - 3.1 supervising the business and financial operations of the school including, but not limited to, the following:
    - 3.1.1 preparation of the annual Budget Report and Audited Financial Statement;
    - 3.1.2 internal controls and external audits;
    - 3.1.3 financial accounting including accounts payable and receivable, transportation; and
    - 3.1.4 ensuring compliance with the *Insurance Regulation*.
  - 3.2 hiring, supervising, guiding and evaluating business and financial staff in accordance with legislation, the Charter and the Society Bylaws;
  - 3.3 keeping the Principal, Superintendent and Charter Board informed on all financial matters and issues in respect of the Secretary-Treasurer's role;
  - 3.4 proposing policies and implementing authorized policies and procedures that will result in effective financial planning, management and control;
  - 3.5 assisting committees of the Charter Board, as required by policy;
  - 3.6 representing the Charter Board at School meetings, as requested; and
  - 3.7 performing Secretarial duties as provided in the Society Bylaws.

4. The Secretary-Treasurer shall perform other duties as may be assigned by the Superintendent.

**Legal Reference:** *School Act*  
Society Bylaws

**Cross Reference:** Charter Board Policy 8: Charter Board Committees  
Administrative Procedure Section 5: Business Administration

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