

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 *Education Act*.

Legal Reference: *Education Act*
Date of Adoption: June 7, 1999
Date of Revision: December 5, 2003, October 6, 2016, October 9, 2019
Due for Review: April 9, 2023