

# 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 *Education 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

1. The secretary-treasurer is responsible for:
  - 1.1 supervising the business and financial operations of the school including, but not limited to, the following:
    - 1.1.1 preparation of the annual budget report and audited financial statement;
    - 1.1.2 internal controls and external audits;
    - 1.1.3 financial accounting including accounts payable and receivable, transportation; and
    - 1.1.4 ensuring compliance with the *Insurance Regulation*.
  - 1.2 hiring, supervising, guiding and evaluating business and financial staff in accordance with legislation, the charter and the society bylaws;
  - 1.3 keeping the principal, superintendent and charter board informed on all financial matters and issues in respect of the secretary-treasurer's role;
  - 1.4 proposing policies and implementing authorized policies and procedures that will result in effective financial planning, management and control;
  - 1.5 assisting committees of the charter board, as required by policy;
  - 1.6 representing the charter board at school meetings, as requested; and
  - 1.7 performing secretarial duties as provided in the society bylaws.

2. The secretary-treasurer shall perform other duties as may be assigned by the superintendent.

**Legal Reference:** *Education Act*  
Society Bylaws

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

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