

Administrative Procedure 474

Human Resources

SECRETARY-TREASURER OR SECRETARY TO THE BOARD AND TREASURER TO THE BOARD ROLE DESCRIPTION

BACKGROUND

The secretary-treasurer or secretary to the board and treasurer to the board 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 or secretary to the board and treasurer to the board reports directly to the superintendent. The secretary-treasurer or secretary to the board and treasurer to the board attends meetings of and shall make a regular report to the charter board.

PROCEDURES

Expectations

The secretary-treasurer or treasurer to the board 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.

The charter board expects the secretary-treasurer or treasurer to the board to:

- 1.3 provide results-oriented leadership with respect to the charter board's fiscal goals and objectives;
- 1.4 assist with long-range planning in respect of budgets;
- 1.5 communicate effectively on behalf of the charter board when directed to do so by the charter board; and
- 1.6 provide for the efficient and effective financial operation of the school.

Duties

The secretary-treasurer or secretary to the board and treasurer to the board

1. 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 or secretary to the board and treasurer to the board 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.

The secretary-treasurer or secretary to the board and treasurer to the board 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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