

SECRETARY-TREASURER OR SECRETARY TO THE BOARD AND TREASURER TO THE BOARD QUALIFICATIONS

BACKGROUND

The Charter Board recognizes that the Secretary-Treasurer, or the separate positions of Secretary to the Board and Treasurer to the Board, plays a critical role in supporting effective governance, financial stewardship, organizational accountability, and compliance with legislative requirements.

The Charter Board shall appoint or contract for these services in accordance with the *Education Act* and shall ensure that the individual(s) possess the qualifications, knowledge, and competencies necessary to fulfill the responsibilities of the position.

PROCEDURES

1. Appointment
 - 1.1 The Charter Board shall appoint or contract for the services of a Secretary-Treasurer or separate Secretary to the Board and Treasurer to the Board in accordance with the *Education Act*.
2. Qualifications
 - 2.1 The Secretary-Treasurer, Secretary to the Board, or Treasurer to the Board shall possess:
 - 2.1.1 Strong interpersonal and communication skills;
 - 2.1.2 Demonstrated leadership and organizational abilities; and
 - 2.1.3 Professional qualifications, education, training, certification, and/or experience appropriate to the position.
3. Preferred Qualifications
 - 3.1 Preference shall be given to individuals who possess experience in school operations, educational administration, public-sector administration, or financial management.
4. Responsibilities and Commitment
 - 4.1 The Secretary-Treasurer, Secretary to the Board, or Treasurer to the Board shall be knowledgeable of and committed to the Charter and work toward the achievement of the Charter's objectives.
 - 4.2 The Secretary-Treasurer, Secretary to the Board, or Treasurer to the Board shall conduct their duties with integrity, professionalism, and confidentiality.
5. Legislative Requirements
 - 5.1 The Secretary-Treasurer, Secretary to the Board, or Treasurer to the Board shall be bonded as required under the *Education Act*.
 - 5.2 The Secretary-Treasurer, Secretary to the Board, or Treasurer to the Board shall fulfill all statutory responsibilities and reporting requirements established under applicable legislation and Alberta Education requirements.

Legal Reference: *Education Act*
Date of Adoption: June 7, 1999
Date of Revision: December 5, 2003, October 6, 2016, October 9, 2019, July 8, 2023, July 9, 2026
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