

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

BACKGROUND

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

The Secretary-Treasurer, or Secretary to the Board and Treasurer to the Board, is responsible for ensuring that the financial management and business operations of Westmount Charter School are conducted in accordance with the *Education Act*, applicable legislation, Alberta Education and Childcare requirements, and Charter Board policies and Administrative Procedures.

The position reports directly to the Superintendent and serves as a resource to the Charter Board on financial management, business operations, risk management, and organizational accountability.

The Secretary-Treasurer, or Secretary to the Board and Treasurer to the Board, attends Charter Board meetings as required and provides regular reports and advice to the Charter Board and Superintendent.

PROCEDURES

1. Reporting Relationship

- 1.1 The Secretary-Treasurer, or Secretary to the Board and Treasurer to the Board, reports directly to the Superintendent.
- 1.2 The Secretary-Treasurer, or Secretary to the Board and Treasurer to the Board, shall attend meetings of the Charter Board, as required, and provide information, reports, and recommendations on matters within their area of responsibility.

2. Leadership Expectations

- 2.1 The Secretary-Treasurer, or Secretary to the Board and Treasurer to the Board, shall:
 - 2.1.1 Provide leadership in support of the Charter Board's financial goals, priorities, and strategic objectives;
 - 2.1.2 Support long-range financial planning and organizational sustainability;
 - 2.1.3 Communicate effectively with the Charter Board, Superintendent, staff, external agencies, and community members;
 - 2.1.4 Provide sound advice and recommendations regarding financial matters;
 - 2.1.5 Act with integrity, professionalism, confidentiality, and ethical conduct; and
 - 2.1.6 Support the effective and efficient operation of Westmount Charter School (WCS).

3. Financial Management Responsibilities

- 3.1 The Secretary-Treasurer or Secretary to the Board and Treasurer to the Board is responsible for:
 - 3.1.1 Supervising the business and financial operations of WCS;

- 3.1.2 Preparing and monitoring the annual operating budget;
 - 3.1.3 Preparing financial reports, annual budget submissions, and audited financial statements;
 - 3.1.4 Ensuring compliance with Alberta Education and Childcare funding, reporting, and accountability requirements;
 - 3.1.5 Establishing and maintaining effective financial controls, accounting practices, and risk management processes;
 - 3.1.6 Overseeing internal controls and supporting external audits;
 - 3.1.7 Overseeing accounts payable, accounts receivable, and transportation;
 - 3.1.8 Ensuring compliance with insurance requirements and applicable legislation;
 - 3.1.9 Support compliance with applicable privacy, information management, and records management requirements; and
 - 3.1.10 Providing advice to the Superintendent and Charter Board regarding financial matters.
4. Human Resource Responsibilities
- 4.1 The Secretary-Treasurer or Secretary to the Board and Treasurer to the Board may:
 - 4.1.1 Supervise, support, and evaluate employees assigned to business or financial services functions;
 - 4.1.2 Support recruitment, hiring, and performance management processes in accordance with applicable legislation and Board procedures; and
 - 4.1.3 Promote effective and collaborative working relationships.
5. Governance Responsibilities
- 5.1 The Secretary-Treasurer or Secretary to the Board and Treasurer to the Board shall:
 - 5.1.1 Serve as a resource to the Charter Board regarding financial and business matters;
 - 5.1.2 Assist Charter Board committees, as requested;
 - 5.1.3 Provide information and reports necessary to support informed decision-making;
 - 5.1.4 Support the implementation of approved Board policies and Administrative Procedures;
 - 5.1.5 Represent the Charter Board at meetings and events, as assigned; and
 - 5.1.6 Perform the duties of the Secretary to the Board as required by legislation, Board policy, or Board direction.
6. Additional Responsibilities
- 6.1 The Secretary-Treasurer or Secretary to the Board and Treasurer to the Board shall perform other duties and responsibilities assigned by the Superintendent that are consistent with the position.

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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