

## **SECRETARY-TREASURER**

### **Background**

The Secretary-Treasurer is appointed by the Board in accordance with the School Act, and is an Executive Officer of the Board, primarily charged with the responsibility of administering business services to and for the Board, under the direction of the Superintendent, and in accordance with approved operating policies, goals and objectives of the Board.

The Secretary-Treasurer shall be responsible to the Superintendent and shall report to the Board, the Superintendent, or appropriate Committees, on any matter affecting the financial operations of the Division.

### **Procedures**

1. The Secretary-Treasurer shall:
  - 1.1 Be fully committed to the philosophy of Catholic education, provide leadership and promote the ideals of Catholic education in the Division;
  - 1.2 Provide leadership in making business affairs contribute to educational efficiency and progress;
  - 1.3 Be concerned with the improvement of educational standards and opportunity in the public interest, within the limits of available financial resources;
  - 1.4 Cause the business and financial management to operate most efficiently to provide the material needs of the educational system;
  - 1.5 Serve as an adviser to the Superintendent and the Board in school business and financial management; and
  - 1.6 Ensure that facilities plant operation and maintenance and transportation of students operate effectively and efficiently throughout the Division.

2. Reporting Relationship

The Secretary-Treasurer:

- 2.1 Reports to the Superintendent.
- 2.2 Works collaboratively with EICS Central Learning Services administrators.
- 2.3 Supports the work of school-based administrators.
- 2.4 Supervises the following staff:
  - 2.4.1 Finance Manager
  - 2.4.2 Facilities Manager
  - 2.4.3 Transportation Manager

### 3. Primary Function

- 3.1 Assists the Superintendent by performing the basic management functions of planning, organizing, coordinating, directing, staffing and evaluating within the areas of school business administration and support services.

### 4. Performance Responsibilities

- 4.1 Provides advice and makes recommendations on matters affecting finance, business, transportation, facilities and maintenance and property management.
- 4.2 Develops and manages a school system budget consistent with the Government of Alberta's Funding Framework and which is based upon the education plans adopted by the Board.
- 4.3 Develops effective administrative procedures for, and monitors and evaluates, the business/financial operations of the school system, including such areas as:
  - 4.3.1 Accounts payable
  - 4.3.2 Accounts receivable
  - 4.3.3 Payroll
  - 4.3.4 Property management, including inventory control and insurance
  - 4.3.5 School budgets
  - 4.3.6 Financial reports
  - 4.3.7 Education grant claims
  - 4.3.8 Records
  - 4.3.9 Student information
  - 4.3.10 Auditing
  - 4.3.11 Banking
- 4.4 Develops effective administrative procedures for, and monitors and evaluates, the maintenance and transportation operations of the school system.
- 4.5 Facilitates the successful planning and execution of renovation and construction projects.
- 4.6 Develops and implements effective procedures for supervising and evaluating employees working in the areas of school business administration and support services.
- 4.7 Acts as Corporate Secretary to the Board in the preparation of Board minutes, by-laws, contracts, leases, agreements and arranges for the safekeeping of official records and documents. Facilitates the conduct of Board elections.
- 4.8 Prepares financial and administrative reports or returns as required by legislation or as requested by the Superintendent or Board.

- 4.9 Coordinates the Board's activities in the areas of negotiation of contracts and labour relations as assigned by the Superintendent.
  - 4.10 Responsible for the coordination and administration of school community relationships involving reciprocal use agreements, school facility rentals, school grounds maintenance and repair, provision of future school sites, school parks liaison, separate school committee representation.
  - 4.11 Responsible for policies, accounting and reporting for school cafeterias in the Division.
  - 4.12 Recommends fee schedules for material fees and transportation.
  - 4.13 Performs other duties as assigned by the Superintendent.
5. Performance Appraisal
- 5.1 Regular appraisal of the Secretary-Treasurer's performance is a responsibility of the Superintendent.
    - 5.1.1 The Secretary-Treasurer is entitled to such a review in an objective, fair and straightforward manner so that the performance of the Secretary-Treasurer may be as effective as possible for the school system.
  - 5.2 The performance appraisal shall derive primarily from the responsibilities of the Secretary-Treasurer as outlined above and from the personal and professional skills required to carry out these responsibilities successfully and effectively.
  - 5.3 The procedures for carrying out an effective performance appraisal will be developed by the Superintendent in consultation with the Secretary-Treasurer.

Reference: Section 20, 60, 61, 113, 116 School Act