

Administrative Procedure 470

ROLE OF SECRETARY–TREASURER

Background

Guided by the Division’s mission statement, vision, mandate, beliefs and values, the Secretary–Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

Procedures

The Secretary–Treasurer is directly responsible and accountable to the Superintendent.

The Secretary–Treasurer will have specific responsibilities as/for:

1. Corporate Secretary
 - 1.1 Ensures accuracy of recording of Board proceedings at meetings (minutes).
 - 1.2 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
 - 1.3 Ensures appropriate insurance policies are in place for the Division.
 - 1.4 Ensures the appropriate management of circumstance where the Board may be exposed to liability or may require legal counsel.
 - 1.5 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations.
 - 1.6 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
2. Finance
 - 2.1 Provides oversight and leadership in this department
 - 2.2 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
 - 2.3 Ensures the operation of the Division is fiscally responsible.
 - 2.4 Designs budget cycles which meet provincial requirements and provide for stakeholder input.
 - 2.5 Prepares the draft budget, aligned with the proposed three–year education plan, for the Superintendent’s consideration.
 - 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
 - 2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
 - 2.8 In collaboration with the Associate Superintendent (Human Resources), provides support to the Board’s negotiating committees.
3. Facilities and Property Management
 - 3.1 Provides oversight and leadership in this department
 - 3.2 Provides leadership in the development of a Facilities Master Plan, including provisions for instructional and support services.
 - 3.3 Provides leadership in the development of annually updated three-year Capital Plan and the annual Infrastructure Maintenance Plan (IMP).
 - 3.4 Ensures that building assets are maintained in an appropriate manner.
 - 3.5 Ensures Division compliance with the requirements of Occupational Health and Safety legislation.

4. Student Transportation
 - 4.1 Provides oversight and leadership in this department
 - 4.2 Ensures the safety and welfare of students while being transported to and from school programs on transportation provided by the Division.

5. Human Resources Management
 - 5.1 Ensures job descriptions are developed and updated, and evaluations processes are implemented, for direct reports, in accordance with the procedures established by the Associate Superintendent (Human Resources).
 - 5.2 Provides leadership with regard to the recruitment and appointment of Central Services, Facilities and Transportation support personnel.
 - 5.3 Provides support to the Associate Superintendent (Learning Services) in the provision of learning opportunities for secretaries, bus drivers, facilities and maintenance personnel and central services support staff and for business functions for principals.

6. Policy/Administrative Procedures
 - 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 6.2 Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
 - 6.3 Ensures the application of Board policy and Administrative Procedures as required in the performance of duties.

7. Organizational Management
 - 7.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
 - 7.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations
 - 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in his area of responsibility.
 - 8.2 Ensures parents and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
 - 8.3 Ensures FOIP processes are effectively implemented.

9. Superintendent Relations
 - 9.1 Establishes and maintains positive professional working relations with the Superintendent.
 - 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 9.3 Provides the information which the Superintendent requires to perform his/her role in an exemplary fashion.

10. Leadership Practices
 - 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.
 - 10.2 Exhibits a high level of personal, professional and organizational integrity.

References: Sections 60, 61, 96, 113, 116 School Act
Freedom of Information and Protection of Privacy Act
Occupational Health and Safety Act