

# ROLE OF THE SECRETARY TREASURER/CHIEF FINANCIAL OFFICER

## Background

The Secretary-Treasurer is the Chief Financial Officer and member of the Senior Leadership Team. The position leads the business operations and supports the Superintendent in meeting the goals of the strategic plan. The work of business operations will be guided by the District's vision, mission, motto, values and belief statements. The Secretary Treasurer will support 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.

## Procedure

The Secretary Treasurer is responsible and accountable to the Superintendent, has statutory responsibilities to the Board and a shared responsibility for sound Board governance. The Secretary Treasurer works closely with a variety of personnel and groups and provides for:

### 1. Leadership Practices

- 1.1. Provides leadership in the development of the annual operating, special purpose funds and capital budgets within Ministry parameters and in response to Superintendent or Board direction.
- 1.2. Provides leadership in the business and corporate affairs of the District, including the provision of current information and analysis when advising the Board in relevant areas.
- 1.3. Provides advice and input to management and leadership groups and the Superintendent regarding general operating procedures of the District, system wide organizational planning and policy development and recruitment, and selection and reassignment of administrative and management staff.
- 1.4. Works to achieve goals approved by the Superintendent or Board for the finance, payroll, maintenance operations, technology and the District.
- 1.5. Monitors the achievement of the goals established for the finance, payroll, maintenance operations, technology and those related to the duties of this position.
- 1.6. Develops and implements a personal professional development plan for their ongoing professional improvement.
- 1.7. Acts, advocates and liaises, with community and parent organizations, individual parents and citizens, other Districts, government and government agencies and organizations, to effectively administer the business and corporate affairs of the District.

### 2. Planning and Reporting

- 2.1. Provides advice and input to management and leadership groups and the Superintendent regarding general operating procedures of the District, system wide organizational planning and policy development and recruitment, and selection and

reassignment of administrative and management staff.

- 2.2. Prepares new Board policy drafts and monitors the effectiveness and appropriateness of Board policies related to business and corporate operations.
- 2.3. Establishes, monitors and manages procurement procedures, inventory control mechanisms, financial control and audit systems, and receipt and disbursement of funds.
- 2.4. Designs budget processes which ensures transparency and understanding of financial information and allows for informed stakeholder input.
- 2.5. Working with the Superintendent, prepares a draft budget that accounts for action plans arising from the strategic plan.

### 3. Corporate Secretary and Treasurer

- 3.1. Performs the duties as the corporate officer of the Board including, but not limited to, administering oaths, affixing the corporate seal, taking and signing affidavits, preparing and circulating minutes of Board meetings, and ensuring that contracts between the Board and second parties conform to legal requirements.
- 3.2. Allocates school operating and capital budgets, monitor school financial procedures and direct and assist school and District administrative and management personnel in financial matters.
- 3.3. Ensures accuracy of recording of Board proceedings at meetings (minutes).
- 3.4. Provides leadership in the development of contracts, agreements, and partnerships with outside agencies/corporations.
- 3.5. Provides for the fiscal management of the District in accordance with the terms and or conditions of any funding received by the District under the School Act or any other applicable legislation.
- 3.6. Produces financial reports in compliance and accordance with all legal, ministerial and Board mandates and timelines.
- 3.7. Provides school sites and district managers with budget information to assist them with the management of their budgets, monitors and takes corrective action with departments that have not achieved the financial objectives.
- 3.8. Ensures the operation of the district is fiscally responsible.
- 3.9. Ensures the district is supported by an appropriate financial system, process and procedures and internal controls.
- 3.10. Acts as chief electoral officer for the election of trustees.
- 3.11. Prepares board orientation materials and provides financial governance professional development.
- 3.12. Ensures appropriate insurance policies are in place for the District.

### 4. FOIPPA and PIPA Coordinator

- 4.1. Ensures the maintenance, transparency, and access of records in accordance with the Freedom of Information and Protection of Privacy legislation act (FOIPPA) and Personal Information Protection Act (PIPA).

## 5. Personnel Functions

- 5.1. Recruit, assign and coordinate personnel, services and resources to effectively lead and manage the business affairs of the District.
- 5.2. Works collaboratively in negotiating collective agreements.
- 5.3. Administers collective agreements in accordance with provincial mandates.
- 5.4. Provides for the supervision and evaluation of “direct reports”.

## 6. Board and System Relations

- 6.1. Establishes and maintains positive professional working relations with the Board and all staff.
- 6.2. Undertakes actions to be viewed positively and garner the support of those with whom they work most directly in carrying out their responsibilities.
- 6.3. Ensures that financial and operational information is provided so the district can be effectively managed.
- 6.4. Contributes to the district culture which facilitates positive results, effectively handles emergencies, and deals with decisions in a team oriented, collaborative and cohesive fashion.
- 6.5. Exhibits a high level of personal, professional and organizational integrity.
- 6.6. Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.

## 7. Other Duties and Obligations

- 7.1. Performs other duties assigned by the Superintendent.

Reference: Sections 22, 23, 24, 65, 67, 69, 85 School Act  
School Regulation 265/89

Adopted: June 20, 2017  
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