

ROLE OF THE SECRETARY-TREASURER

Background

The Secretary-Treasurer is the senior financial officer of the Board and its Corporate Secretary. Additionally, the Secretary Treasurer maintains responsibility for Transportation and Operations and Maintenance Services throughout the Division. The Secretary-Treasurer is responsible directly to the Superintendent for reporting on progress and the achievement of outcomes associated to these areas. Specific roles and related responsibilities are herein provided.

Roles and Responsibilities

1. Corporate Treasurer and Secretary

- 1.1. Record and file the minutes of meetings of the Board of Trustees;
- 1.2. Supervise records management information for the Division;
- 1.3. Supervise the Freedom of Information and Protection of Privacy regulations;
- 1.4. Prepare and execute contracts, leases, or agreements and arrange for safe-keeping of all official records and documents;
- 1.5. Prepare administrative and financial reports and returns as required by the legislation, or as requested by the Superintendent and the Board;
- 1.6. Facilitate the conduct of Board of Trustee elections.

2. Senior Financial Officer

- 2.1. Administer and supervise all financial affairs of the Division in accordance with standard accounting procedures, the *Education Act*, all requirements and regulations of Albert Education, and legal/ethical requirements;
- 2.2. Advise the Superintendent of Schools on financial affairs of the Division including the recommendation of procedures relevant to the role;
- 2.3. Recommend, in consultation with senior and school-based administration, the principles for the basis of allocations to schools;
- 2.4. Compile annual budgetary estimates, inclusive of forecasting student enrolments, for the Superintendent of Schools for presentation to the Board of Trustees;
- 2.5. Develop the annual budget of the Division and assist the Board and the senior administration team in its review and interpretation;

- 2.6. Arrange for and supervise the preparation, publication and distribution of budgets as approved by the Board;
- 2.7. Administer the annual audited financial statement for the Division;
- 2.8. Coordinate the preparation of working schedules for the Government Reporting Entity (GRE) according to Alberta Education guidelines;
- 2.9. Present quarterly budget monitoring reports to the Board of Trustees;
- 2.10. Prepare all financial and statistical reports and statement for submission to Alberta Education in connection with grants and other revenues;
- 2.11. Arrange for the internal auditing of all funds, including school funds;
- 2.12. Supervise the preparation of expenditure reports for schools and senior personnel comparing expenditure to allocated budget funds, and review as necessary to guard against potential overspending;
- 2.13. Complete other financial transactions as determined in consultation with the Superintendent of Schools;
- 2.14. Chair the Audit Committee of the Board.

3. Staff Deployment and Development

- 3.1. Employ the necessary accounting and clerical staff to support the financial operation of the Division, student transportation, and operations service;
- 3.2. Provide for an annual performance review of staff assigned to the financial operations for the Division, student transportation, operation services;
- 3.3. Serve as a member of the committee of the Board of Trustees to negotiate employee collective agreements and out-of-scope contracts;
- 3.4. Administer and interpret the employee collective agreements jointly with the Assistant Superintended of Human Resources;
- 3.5. Arrange for submission of annual Workers Compensation Board (WCB) return;
- 3.6. Provide in-service to Division staff as required;
- 3.7. Oversee the selection, deployment, development, evaluation, promotion, transfer, reprimand, demotion and separation of business accounting, purchasing, transportation and maintenance staff.

4. Student Transportation

- 4.1. Supervise the contacting, routing, and scheduling of student transportation;
- 4.2. Recommend transportation fees for the approval of the Board of Trustees;
- 4.3. Oversee the safety and welfare of students while being transported to and from school programs on transportation provided by the Division.

5. Risk Management

- 5.1. Assume leadership and management of risk management for the Division;
- 5.2. Obtain and provide legal opinion and counsel as necessary;
- 5.3. Liaise with insurance providers to ensure adequate insurance coverage of the Division's assets and risks.

6. Facilities

- 6.1. Assume senior leadership, monitoring, and supervision of operations services;
- 6.2. Chair the Capital Committee of the Board;
- 6.3. Lead facilities planning and reporting as required from time to time by the Board and Alberta Education;
- 6.4. Oversee the condition, including safety and maintenance of buildings and grounds.

7. Other

- 7.1. Administer and monitor computer and reporting needs for the financial operations of the Division;
- 7.2. Assume responsibility of the Provincial Approach to Student Information (PASI) transfer from schools to Alberta Education;
- 7.3. Liaise, as required, with provincial government ministries such as: Education, Finance, Infrastructure and Transportation, and Municipal Affairs and Housing;
- 7.4. Prepare as necessary, reports including recommendations and appropriate policies and procedures, in all areas of direct responsibility;
- 7.5. Serve as Freedom of Information and Protection of Privacy (FOIP) Coordinator for the Division;
- 7.6. Develop positive professional relationships with parents/guardians and affiliated individuals, groups or organizations;
- 7.7. Other duties, responsibilities and obligations as assigned by the Superintendent;
- 7.8. Create an annual evidence-based work plan that is linked to delegated responsibilities by the Superintendent in the following areas:
 - 7.8.1. *Faith Leadership*
 - 7.8.1.1. Participates actively in parish life.
 - 7.8.2. *Educational Leadership*
 - 7.8.2.1. Key results identified by the Board are achieved – including a focus on break-even financial reporting of results while staying student-centred.
 - 7.8.3. *Student Welfare*

7.8.3.1. Implements the requirements of Occupational Health and Safety Legislation, including required staff professional development;

7.8.3.2. Develops facility plans for student accommodation.

7.8.4. Fiscal Responsibilities

7.8.4.1. Follows generally accepted accounting practices;

7.8.4.2. Ensures adequate controls exist and are being followed.

7.8.4.3. Administers all collective agreements and contracts so staff and contracted personnel are being paid appropriately and appropriate deductions are being made;

7.8.4.4. Variance analysis and year-end projections are provided quarterly;

7.8.4.5. Informs the Board annually about incurred liabilities and immediately regarding litigation.

7.8.5. Organizational Management

7.8.5.1. Implements Board / Superintendent directions with integrity in a timely manner;

7.8.5.2. Provides the Board with balanced, sufficient, concise information and clear recommendations as requested.

7.8.6. Communications and Community Relations

7.8.6.1. Manages conflict effectively;

7.8.6.2. Represents the Division in a positive professional manner.

7.8.7. Leadership Practices

7.8.7.1. Establishes and maintains a positive and professional working relationship with staff;

7.8.7.2. Effectively solves problems;

7.8.7.3. Builds the leadership capacity of others.

8. The Superintendent shall annually evaluate and assess the performance of the Secretary-Treasurer relevant to evidence associated with Secretary-Treasurer's work-plan and provide a written report to communicate this assessment.

Reference:

Sections 68, 222, *Education Act*

Policy 12: Role of the Superintendent

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