



## QUALIFICATIONS AND DUTIES OF THE SECRETARY-TREASURER

---

### Qualifications of the Secretary-Treasurer

The Secretary-Treasurer must:

- a) have knowledge and skills acquired by completing a degree in accounting
- b) demonstrate administrative skills, including supervising and evaluating staff
- c) exhibit strong interpersonal, facilitation, problem-solving and communication skills
- d) have a good knowledge of office technology software programs
- e) display expertise in effective and efficient planning for and allocation of personnel, financial and material resources
- f) satisfy all requirements of policy GBJC regarding criminal record/abuse registry checks

### Duties of the Secretary-Treasurer

Under the direction of the Superintendent, the Secretary-Treasurer is responsible for all administrative functions related to finance, accounting, records, auditing and insurance. Some of their responsibilities may include:

#### A. Serving as a Secretary to the Board:

- a) Attending all Board meetings and, if applicable, committee meetings, and recording minutes
- b) Receiving and addressing all Board correspondence, and writing all correspondence related to the Secretary-Treasurer's responsibilities
- c) Working with the Board Chair and Superintendent to prepare agendas for Board meetings
- d) Maintaining orderly files of all official records of the division (including minutes, documents, contracts, insurance policies, agreements, leases, deeds)
- e) Maintaining and updating the division's policy manuals
- f) Preparing and, where required, signing all financial and legal documents
- g) Working with the Superintendent to manage the division's human resource policies, contracts and agreements
- h) Implementing all requirements and procedures for the nomination and election of School Board Trustees as per *The Public Schools Act*, including the appointment of a Returning Officer, on behalf of the Board
- i) Supervising and evaluating division office staff
- j) Serving as Access and Privacy Coordinator under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Health Information Act* (PHIA)
- k) Serving as Records Manager/Security Officer under the provincial 'Guidelines on the Retention and Disposition of School Division/District Records' in accordance with legal requirements and adopted Board policies (see also EHB)
- l) Using digital financial and business systems to effectively manage the financial resources of the division



**QUALIFICATIONS AND DUTIES OF THE SECRETARY-TREASURER**

**B. Serving as Treasurer of the Sunrise School Division:**

- a) Providing leadership and direction when preparing the annual budget for approval by the Board
- b) Along with the Superintendent:
  - a. assuming the primary responsibility for the administration of the approved budget
  - b. coordinating and directing staff to prepare financial records, statements and reports of the division
- c) Managing the division’s accounting and purchasing activities, reconciling monthly bank statements and analyzing general ledger accounts
- d) Directing all payrolls and payments to full-time, part-time and casual employees in accordance with negotiated salary, salary schedules and employee benefits
- e) Maintaining personnel files on all employees related to payroll and benefits
- f) Maintaining adequate insurance coverage on the division’s assets and property
- g) Working with the Public Schools Finance Board regarding debentures, grants, budgets and other related financial and legal matters
- h) Working with the division’s auditors
- i) Supervising and enforcing the overall operation of the division’s purchasing procedures and policies
- j) Preparing cost analysis studies, installing and operating inventory systems and managing special and/or trust funds
- k) Conducting audits of school accounts

**C. Serving as a resource person to the Board:**

- a) Preparing financial and statistical data as required for decision making
- b) Participating as a member of the Board’s various collective bargaining committees
- c) Developing requests for proposals as required for audit and banking services
- d) As approved by the Board, maintaining appropriate professional association memberships and participating in their activities to further personal professional development and benefit the division

**D. Performing other related duties as assigned.**

- a) Responsible for Finance, ICT, Human Resources, Maintenance and Transportation Departments.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>