

Role of the Secretary-Treasurer Policy

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The Secretary-Treasurer is the Chief Financial Officer and Corporate Secretary of the Board in accordance with the School Act and corresponding regulations. The Secretary-Treasurer reports directly to the Superintendent. Areas of assigned responsibility include: overall fiscal management including but not restricted to operating and capital budget preparation, implementation and reporting. Other areas of assigned supervisory responsibility include: facilities/maintenance, transportation, grounds, and custodial.

Specific Areas of Responsibility

1. Secretary Treasurer/Board Relations
 1. Establish and maintain positive, professional working relationships with the Board.
 2. Respect and honour the roles and responsibilities of the Board and facilitate the effective implementation of those roles and responsibilities.
 3. Provide the information the Board & Superintendent requires to effectively perform their roles including the provision of regular fiscal accountability reports.
 4. Organize, as required, Trustee elections and referenda in accordance with the School Act and Local Government Act.
 5. Perform such other duties as are assigned by the Board and Superintendent from time to time.
2. Fiscal Accountability

1. Ensure the District operates in a fiscally responsible manner including adherence to recognized accounting procedures.
 2. Ensure Board assignment, Ministry requirements and other regulatory body requirements are complied with in a timely and effective manner.
 3. Ensure that the annual operating and capital budget processes and other financial planning activities are consistent with Board direction and comply with applicable statutes, and Ministry mandates.
 4. Coordinate the annual District operating and capital budgeting processes including communicating the budget timetable and instructions to District staff, ensuring appropriate budget documentation from departments, analysing departmental budget submissions, compiling the total District budget, and preparing budget summary reports for use by the District management team and the Board in its budget related decision-making.
 5. Provide leadership and exercise overall responsibility for implementing capital projects approved by the Board.
 6. Work effectively with the Ministry to the advantage of the District in regard to capital funding.
 7. Develop recommended short-term and long-term capital plans to address the requirement for new facilities, renovations and up grading of facilities.
 8. Ensure deficiencies identified in the audit report and management letter are remediated in a timely manner and follow up reports that document the status of deficiencies and remediation efforts are provided to the Board.
 9. Shall be corporate secretary to the Board of Education including recording of board proceedings and provision of security as per *Section 23 of the School Act*.
3. Human Resources/Labour Relations
1. Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.
 2. Act as the lead negotiator for support staff agreements.
 3. Act as the District Management Representative at step three of the support staff grievance process providing advice and recommendations which are in accordance with the terms and spirit of the IUOE Collective Agreement and which maintain the integrity of the District.
 4. Provide advice to principals and managers concerning the implementation, interpretation or administration of the support staff collective agreements and related labour legislation.
 5. Liaise with the British Columbia Public School Employers' Association (BCPSEA) regarding bargaining and collective agreement administration and ensure that collective agreements personal services contracts comply with BCPSEA policies and directives.
4. Organizational Management
1. Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates, community partnerships and timelines, including: ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other corporate documents.
 2. Ensure compliance with all Occupational Health and Safety requirements within areas of assigned responsibilities.
5. Leadership Practices

1. Practice leadership in a manner that is viewed positively and has the support of those supervised in carrying out the directives of the Board.
2. Work effectively with all District staff to make the Board's will a reality and to develop and maintain a positive productive work environment in the District.
3. Develop positive working relationships with other members of District senior management and employee groups.
4. Develop effective and productive relationships with all agencies, organizations and institutions with common interests in the District including municipal and regional officials, auditors, bankers, ministries of the provincial government and other school Districts.
6. Communications and Community Relations
 1. Take appropriate actions to ensure positive external and internal communication are developed and maintained within areas of assigned responsibility.
7. Strategic Planning and Reporting
 1. Ensure the budget is developed in accordance with a timeline which ensures the Boards' ability to provide informed decision making to support strategic priorities.
8. Policy and Administrative Procedures
 1. Provide guidance, recommendations and support in the planning, development, implementation, evaluation and revision of policies and of administrative procedures within areas of assigned responsibility.
9. Transportation
 1. Ensure that each student is provided with a safe and caring environment while being transported to or from school programs on transportation provided by the District.
 2. Ensure student transportation is provided with due regard for safety, efficiency and length of ride.
10. Facilities
 1. Ensure the facilities and grounds are provided and maintained in a timely manner with due regard for safety, accommodation of all students and program needs.

Reference:

Section 23, School Act