

## Administrative Procedure 452

---

### ROLE OF SECRETARY TREASURER

#### Background

Guided by the Division's mission statement, mandate, values and beliefs, and guiding principles, 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 maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations.
- 1.5 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
- 1.6 Recommends risk management policies/procedures for consideration by the Superintendent.

##### 2. Treasurer

- 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
- 2.2 Ensures the operation of the Division is fiscally responsible.
- 2.3 Designs budget cycles which meet provincial requirements and provide for stakeholder input.
- 2.4 Prepares the draft budget, aligned with the proposed Three-Year Education Plan, for the Superintendent's consideration.
- 2.5 Produces financial accountability and other reports in compliance with the legal and Ministerial mandates and timelines, and Superintendent directives.
- 2.6 Assists school sites with preparation of budgets and the management of their financial affairs.
- 2.7 Manages and tracks progress of grants and projects.

- 2.8 In collaboration with the Assistant Superintendent (Human Resources), provides support to the Board's negotiating committees.
3. Student Transportation
  - 3.1 Ensures the safety and welfare of the students while being transported to and from school programs in transportation provided by the Division.
4. Personnel Management
  - 4.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Assistant Superintendent (Human Resources).
  - 4.2 Provides input to the Assistant Superintendent (Human Resources) with regard to the recruitment and appointment of Central Services and Transportation support personnel.
  - 4.3 Provides support to the Assistant Superintendent (Human Resources) in the provision of learning opportunities for secretaries, bus drivers, and central services support staff and for business functions for Principals.
5. Advocate of Catholic Education
  - 5.1 Supports the Catholic faith community and participates in spiritual development activities within the Division.
  - 5.2 Seeks to strengthen the Division's Catholic identity in the community and province.
6. Administrative Procedures
  - 6.1 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
7. Organizational Management
  - 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
8. Communications and Community Relations
  - 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
  - 8.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the department.
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 exemplary fashion.

- 9.4 Monitors and reports on the achievement of identified Division education goals.
- 9.5 Performs other duties as required by the Superintendent.

#### 10. Leadership Practices

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

Reference: Section 52, 53, 204, 222, 225 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Local Authorities Election Act  
Alberta Education Funding Manual for School Authorities  
Alberta Human Rights Act