

Duties of Secretary-Treasurer

The Secretary-Treasurer shall be the chief fiscal officer of the school division and shall have general supervision of all the personnel related to his/her area. The Secretary-Treasurer is responsible for the management of the Board's fiscal policies and is accountable to the Board.

In carrying out the same, without in any way restricting the generality of the foregoing, the Secretary-Treasurer shall:

1. Coordinate the business administration and be responsible for its efficient operation.
2. Work cooperatively with administrative, teaching and non-teaching staff towards the attainment of Division goals.
3. Keep the Superintendent and the Board informed as to how its business administration policies are being carried out and as to the conditions and efficiencies of the system, and make recommendations for its improvement.
4. Be responsible for conducting all the financial affairs of the Board, and develop and keep an adequate system of accounts and records.
5. Be responsible for the execution of Board policy with respect to insurance, banking, and legal affairs.
6. In consultation with other administrators and the Finance Committee, prepare the annual budget. This preparation shall include input from respective committees and administrators.
7. Submit quarterly or when required, to the Finance Committee of the Board, a statement of the amount expended, committed and remaining on the different items contained in the estimates for the year.
8. Submit monthly or when required, to the Superintendent and the Principals, a statement of the amount expended, committed and remaining on the items included in the schools' budgets.
9. Provide the order of business in the form of a prepared agenda to all Board members, not less than 24 hours before a meeting of the Board.
10. Attend all meetings of the Board and attend committee meetings where required except where his/her own tenure, salary, or efficiency are under consideration.
11. Endorse and promptly submit for consideration all correspondence addressed to the Board.
12. Develop an adequate system for recording and preserving the proceedings of the Board, and shall provide copies of minutes of the Board meetings and reports of committees to all Board members.
13. Provide each school with a copy of the Pine Creek School Division board meeting minutes.

14. Notify Board members of committee meetings.
15. Evaluate all staff over which she or he has supervisory responsibilities as per procedures set out in policy on forms approved by the Board.
16. Be responsible for monitoring expenditures, income and investments, to ensure that they are in accordance with division policy and within limits of the budget.
17. Be responsible for calling tenders relating to the purchase of supplies capital expenditures.
18. Act as Secretary-Treasurer for the pension funds maintained by the Board.
19. Be responsible, in conjunction with the Finance Committee, for the hiring of Division Office staff as per Staff Selection & Recruitment policy.
20. Perform other duties as may be assigned.

12 Apr 76 (3);Rev 9 Feb 81;Rev 15 Oct 85;Rev 17 Dec 87 (59);Rev 28 Jun 94 (266)