

JOB DESCRIPTION



Title: Secretary-Treasurer

Reports To: Board of Trustees

Summary:

The Secretary-Treasurer shall be the chief fiscal officer of the school division. The Secretary-Treasurer works under the authority of the Board of Trustees and jointly with the Superintendent as part of a Divisional Administrative Team.

Without in any way restricting the generality of the administrative position the Secretary-Treasurer is, under the direction of the Board of Trustees and acting in accordance with divisional policy, the Public Schools Act, and provincial regulations, responsible for the overall operation of the School Division which will include:

Financial/Operational Leadership

1. Coordinating the business administration and be responsible for its efficient operation.
2. Working cooperatively with administrative, teaching and non-teaching staff towards the attainment of Division goals.
3. Being responsible for conducting all the financial affairs of the Division, and developing and keeping an adequate system of accounts and records.
4. Preparing the annual Division detailed budget estimates of revenue and expenditures, with the assistance of the Board of Trustees, Superintendent of Schools and other Senior Administration. Presenting the Board's annual approved budget as required to Manitoba Education.
5. Organizing for the Divisional Audit and reviewing all school funds, on a bi-annual basis.
6. Providing timely financial information to School Division Administrators, a statement of the amount expended, committed and remaining on the items included in the schools' budgets.
7. Being responsible for calling tenders relating to the purchase of supplies and capital expenditures.
8. Having the responsibility for monitoring expenditures, income and investments, to ensure that they are in accordance with division policy and within limits of the budget.
9. Acting as Secretary-Treasurer for the pension funds maintained by the Board.
10. Acting as signing officer for the Division in all financial and legal matters.

Board Relations:

1. Attending all meetings of the Board and attending committee meetings where required except where his/her own tenure, salary, or efficiency are under consideration.
2. Preparing for Regular Board Meetings:
 - a) 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.
 - b) Minutes of the previous minutes for approval.
 - c) Reports on all Division's matter that fall within the jurisdiction of this position.
3. Notify Board members of Special Board Meetings and committee meetings.

4. Endorsing and promptly submitting for consideration all correspondence addressed to the Board.
5. Keeping 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.
6. Keeping the Board informed as to the effectiveness of its present policies in relation to goals of the Division and recommending the revision of old or the formulation of new policy as required.
7. Informing the Board of changes in Provincial regulations and recommending possible courses of action to comply with these changes.
8. Submitting quarterly or when required, to the Board, a statement of the amount expended, committed and remaining on the different items contained in the estimates for the year.
9. Developing 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.

Communications

1. Communicating Board policies and decisions to staff. Developing and implementing such administrative procedures and regulations as are required to ensure achievement of the Board's policies.
2. Providing copies of approved Board Meeting Minutes to all Schools and the Public.
3. Maintaining lines of communication with Manitoba Education and those organizations involved with public school education in the province.

Human Resources

1. Developing and maintaining job descriptions which define the duties of all employees.
2. Responsible for the hiring of personnel under his/her Supervision, as per the Staff Selection & Recruitment policy.
3. Evaluating all staff over which she or he has supervisory responsibilities as per procedures set out in policy on forms approved by the Board.
4. Having the authority to place an employee on paid administrative leave, as per Division Policy.

General Duties

1. Acting as Returning Officer for the School Board.
2. Participating and supporting the Board in Collective Bargaining.
3. Acting as the Access and Privacy Officer as defined in the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA).
4. Performing other duties as may be assigned.