

SECRETARY-TREASURER ROLES AND RESPONSIBILITIES

(1) **General Responsibilities**

Is the chief financial officer of the school division. Performs secretary-treasurer functions for the board of trustees as stipulated in the Public Schools Act. Directs and controls the business administration functions of the division in the areas of accounting and records, purchasing, budgets, maintenance, caretaking, student transportation and information technology.

(2) **Duties, Authority and Responsibilities**

(a) **Operations**

- (i) Directs, coordinates controls and evaluates the financial, maintenance, transportation and information technology functions of the school division.
- (ii) Establishes procedures for effective and efficient operations in the finance, maintenance and transportation departments of the school division.
- (iii) Prepares agendas and makes all necessary arrangements for board and committee meetings. Provides trustees with copies of minutes, committee reports and any other information needed for the meetings.
- (iv) Attends all meetings of the board of trustees and such committee meetings deemed necessary by the board of trustees and the superintendent.
- (v) Tables correspondence and keeps a record of proceedings and prepares covering minutes.
- (vi) Attends to correspondence of the board and notifies appropriate individuals within and outside of the division of action taken at meetings.
- (vii) Maintains custody of documents, contracts, leases, deeds, minute books and all other official records of the division.
- (viii) Acts as the signing officer for the division.
- (ix) Maintains custody of all funds of the division and directs the handling of cash receipts and disbursements.
- (x) Coordinates and directs division accounting activities. Ensures that necessary accounting and financial control procedures and proper books of account are maintained. Is responsible for the preparation of regular financial statements. Supervises the conduct of, and reports on, special financial and cost studies.

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- (xi) Compiles reports and records prescribed by the provincial department of education, the board of trustees, and the superintendent.
- (xii) Coordinates and directs the division purchasing activities. Develops tendering and purchase approval routines and ensures adherence to approved purchasing policies and procedures. Coordinates tender reviews and approves non-routine purchases in line with the established purchase approval schedule.
- (xiii) Coordinates and directs division school maintenance and caretaking activities. Ensures that established maintenance and caretaking standards are maintained, and that board policies and regulations respecting these are followed.
- (xiv) Coordinates and directs division student transportation services. Ensures that transportation services are carried out in line with the requirements of the Board and provincial regulatory bodies and the required standards of safety and operating efficiency are maintained at all times. Acts on major requests or complaints respecting transportation services.
- (xv) Coordinates and directs division information technology infrastructure functions. Ensures technical standards are maintained and the needs of curricular, co-curricular, and administration are met.
- (xvi) Directs and coordinates the activities of all clerical staff not assigned to school units.
- (xvii) Provides information and assistance to the board's negotiations committee or sub-committees in contract negotiations.
- (xviii) Administers the division insurance program. Keeps informed on the premium status of all policies and ensures that they are kept valid. Periodically reviews the division insurance portfolio and recommends revisions and/or additions to ensure the proper coverage for division against loss or liability.
- (xix) Liaises with the division solicitor on such matters as construction contracts and inter-division agreements, and ensures a proper mutual understanding of the intent and implication of legal commitments or pending commitments of the division.
- (xx) Liaises with architects, contractors, solicitors and other concerned parties on division construction projects and generally ensures that the obligations of all parties are properly identified and fulfilled.
- (xxi) Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the board of trustees.

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- (xxii) Reports regularly to the superintendent on the activities of the organizational unit for which the secretary-treasurer is responsible.
 - (xxiii) May delegate portions of responsibilities and authority to subordinate supervisory personnel, but may not delegate overall responsibility for results or any portion of accountability.
 - (xxiv) Initiates, coordinates and implements administrative applications of technology in cooperation with the superintendent's department.
 - (xxv) Performs other duties as assigned from time to time by the Superintendent.
- (b) **Finances**
- (i) Advises and assists the superintendent in the development of annual operating and capital budget.
 - (ii) Administers funds allotted under the approved budget for the activities for which the secretary-treasurer has responsibilities.
 - (iii) Coordinates the preparation of the annual division detailed budget estimates.
 - (iv) Ensures the implementation and maintenance of effective budgetary control measures for the division.
 - (v) Develops a program for estimating cash requirements and cash flow to ensure that the division is in a sound cash position at all times.
- (c) **Organization**
- (i) Recommends to the superintendent changes in the structure and function of the secretary-treasurer Department to meet the needs of the school division.
 - (ii) Prepares and amends, as necessary, for the approval of the superintendent, the position descriptions of personnel who report directly to the secretary-treasurer.
- (d) **Personnel**
- (i) Directs the recruitment procedures of all personnel directly responsible to the secretary-treasurer.
 - (ii) Recommends to the superintendent the selection, promotion, tenure and termination of all personnel in the division who are responsible to the secretary-treasurer.
 - (iii) Conducts regular performance assessments of all personnel reporting directly to the secretary-treasurer.

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- a) Assumes the responsibility of office manager, directing the day-to-day routines and department of clerical staff located at Central Office
- b) Communicates expectations of the employer to clerical staff and addresses issues that foster a productive working climate and good staff morale.

(3) **Relationships**

- (a) Is responsible directly to the superintendent.
- (b) Supervises and directs the activities of the assistant secretary-treasurer, the director of maintenance, the director of transportation, the manager of information technology, and other personnel as may, from time to time, be assigned.
- (c) Conducts such relationships with representatives of the provincial department of education, provincial and civic agencies, Manitoba School Boards Association, Manitoba Association of School Business Officials, and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.
- (d) Maintains membership in appropriate professional associations, participates in the activities of such associations so as to further personal professional development and thereby benefit the school division.

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Legal/Cross Reference: