

ROLE OF SECRETARY-TREASURER

Background

Guided by the Division's mission, vision, principles and beliefs and motto, 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 Education Act and Board policy.

Procedures

The Secretary-Treasurer is directly responsible and accountable to the Superintendent.

The Secretary-Treasurer will have specific responsibilities for:

- 1.1 Secretary-Treasurer arranges and provides notice of all Board meetings, including committee and public meetings.
- 1.2 Prepares and provides for public notices and proceedings as required in the operation of the Division.
- 1.3 Attends all Board meetings; ensures accuracy of recording of Board proceedings in minutes.
- 1.4 Processes correspondence for the Board, including filing and archives of information and agreements pertaining to the operation of the Division.
- 1.5 Ensures the maintenance, access and protection of records in accordance with the FOIP Act and Regulations and ensures FOIP processes are effectively implemented.
- 1.6 Provides administrative support for the Board.
- 1.7 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
- 1.8 Maintains all required personnel records, including business management in connection with certified staff.
- 1.9 Ensures appropriate insurance policies are in place.
- 1.10 Secures legal and other advice in matters of collective bargaining and labour relations.
- 1.11 In years of municipal elections, assumes duties of the Returning Officer for Peace River School Division, including:
 - 1.11.1 Preparing all notices and advertising as required.
 - 1.11.2 Ensuring the Board addresses all necessary by-laws and resolutions that require attention.
 - 1.11.3 Working cooperatively with municipal partners to hold joint elections,

including arrangements for all necessary agreements to be put in place.

1.11.4 Receiving Nomination Papers from prospective trustees.

1.11.5 Reporting to Alberta Municipal Affairs and Alberta Education as required.

2. Treasurer

2.1 Ensures the accuracy of funding received by the Division.

2.2 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.

2.3 Ensures the operation of the Division is fiscally responsible.

2.4 Manages the purchasing function for the Division.

2.5 Maintains appropriate inventory and appraisal records.

2.6 Administers the Payroll program.

2.7 Designs budget cycles which meet provincial requirements and provide for stakeholder input.

2.8 Prepares the draft Division budget, aligned with the proposed three-year education plan, for the Superintendent's consideration.

2.9 Ensures proper completion of contracts, agreements and partnerships with outside corporations and agencies.

2.10 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.

2.11 Assists school sites with preparation of budgets and the management of their financial affairs.

2.12 Within areas of responsibility, provides for legal and other opinions as required.

2.13 In collaboration with the Superintendent provides support to the Board's negotiating committees.

3. Fiscal Responsibility

3.1 Makes recommendations to the Superintendent regarding the administration component of the Division budget.

3.2 In collaboration with the Superintendent, develops an administration budget within the parameters and constraints of the Division budget.

3.3 In collaboration with the Superintendent, ensures the proper fiscal management of the Division budget.

3.4 Operates in a fiscally prudent and responsible manner.

4. Transportation Services

- 4.1 Responsibility for planning and estimating transportation requirements and budgets in consultation with the Superintendent.
- 4.2 Responsibility for establishing bus routes and for administering the operation and maintenance of the Division's transportation system.
- 4.3 Responsibility for advising or obtaining advice for the Board on the operation of the Division's transportation system.

5. Facility Services

- 5.1 Responsibility for planning and estimating building and property requirements including budget requirements in consultation with the Superintendent.
- 5.2 Responsibility for administering the physical plant operation and maintenance of the Division's property.
- 5.3 Responsibility for maintaining appropriate appraisals, inventory, and insurance coverage on the Board's property.
- 5.4 Responsibility for advising or obtaining advice for the Board on the management of the Division's property.

6. Safety and Wellness

- 6.1 Ensures the division has an up-to-date Occupational Health and Safety Program and is compliant with requirements of the Occupational Health and Safety legislation.
- 6.2 Ensures that the division has an up-to-date Wellness initiative.

7. Human Resources Management

- 7.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for Division Operations non-instructional staff, in accordance with the procedures established by the Superintendent.
- 7.2 Recruits and appoints Division Operations non-instructional staff in consultation with the Superintendent.
- 7.3 Supports the professional development requirements of Division Operations non-instructional staff.
- 7.4 Supports the professional development and certification requirements of Finance staff.
- 7.5 Organizes and chairs monthly staff and safety meetings.

8. Policy/Administrative Procedures

- 8.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 8.2 Provides leadership and quality assurance in the planning, development, implementation and evaluation of administrative procedures.
- 8.3 Ensures the application of Board policies and administrative procedures as required in the performance of duties.

9. Organizational Management

- 9.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
- 9.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative and cohesive fashion.

10. Communications and Community Relations

- 10.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
- 10.2 Ensures staff, parents and students have a high level of satisfaction with the services provided and the responsiveness of the department.
- 10.3 Assists the Superintendent in arranging community consultation events.
- 10.4 Arranges meetings for the Board with municipalities and with MLAs.

11. Superintendent Relations

- 11.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 11.2 Respects and honours the Superintendent's role and responsibilities, and facilitates the implementation of that role.
- 11.3 Provides information which the Superintendent requires to perform his role in an exemplary fashion.

12. Leadership Practices

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

Adopted/Revised/Reviewed: JUN 2016/JULY 2017/NOV 2019/JUL 2023

References: Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act

Labour Relations Code
Local Authorities Election Act
Occupational Health and Safety Act