

The Secretary Treasurer is a senior financial officer of the Board and is the Corporate Secretary. Additionally, the Secretary Treasurer maintains responsibility for Transportation and Operations and Maintenance Services throughout the Division. The Secretary-Treasurer is responsible directly to the Superintendent for reporting on progress and the achievement of outcomes associated to these areas. Specific roles and related responsibilities are herein provided. The appointment of the Secretary-Treasurer will be in accordance with *Administrative Procedure 405* and the *Education Act 68*.

Roles and Responsibilities

1. Corporate Treasurer and Secretary

- 1.1 Reviewing minutes of meetings of the Board of Trustees;
- 1.2 Supervise records management information for the District;
- 1.3 Supervise the Access to Information Act and Protection of Privacy Act regulations;
- 1.4 Prepare and execute contracts, leases, or agreements and arrange for safe-keeping of all official records and documents;
- 1.5 Prepare administrative and financial reports and returns as required by the legislation, or as requested by the Superintendent and the Board;
- 1.6 Facilitate the conduct of Board of Trustee elections by serving as the Chief Electoral Officer or providing oversight of the process in accordance to the Education and Local Authorities Election Act.

2. Senior Financial Officer

- 2.1 Administer and supervise all financial affairs of the district in accordance with standard accounting procedures, the *Education Act*, all requirements and regulations of Alberta Education, and legal/ethical requirements;
- 2.2 Advise the Superintendent of Schools on financial affairs of the District including the recommendation of procedures relevant to the role;
- 2.3 Recommend, in consultation with senior and school –based administration, the principles for the basis of allocations to schools;
- 2.4 Compile annual budgetary estimates, inclusive of forecasting student enrolments, for the Superintendent of Schools for presentation to the Board of Trustees;
- 2.5 Develop the annual budget of the Division and assist the Board and the senior administration team in its review and interpretation.
- 2.6 Arrange for and supervise the preparation, publication and distribution of budgets as approved by the Board;

- 2.7 Administer the annual audited financial statement for the District;
- 2.8 Coordinate the preparation of working schedules for the Government Reporting Entity (GRE) according to Alberta Education guidelines;
- 2.9 Maintain monthly financial dashboards and present quarterly budget monitoring reports to the Board of Trustees;
- 2.10 Prepare all financial and statistical reports and statements for submission to Alberta Education in connection with grants and other revenues;
- 2.11 Arrange for the internal auditing of all funds, including school funds;
- 2.12 Supervise the preparation of expenditure reports for schools and senior personnel comparing expenditure to allocated budget funds, and review as necessary to guard against potential overspending;
- 2.13 Complete other financial transactions as determined in consultation with the Superintendent of Schools;
- 2.14 Chair the Audit Committee of the Board.

3 Staff Deployment and Development

- 3.1 Employ the necessary accounting and clerical staff to support the financial operation of the district, student transportation, and operations service;
- 3.2 Provide for an annual performance review of staff assigned to the financial operations for the District, student transportation, operation services;
- 3.3 Serve as a member of the committee of the Board of Trustees to negotiate employee collective agreements and out-of-scope contracts;
- 3.4 Administer and interpret the employee collective agreements and out-of-scope agreement jointly with the senior administration;
- 3.5 Arrange for submission of annual Workers Compensation Board (WCB) return;
- 3.6 Provide in-service to District staff as required;
- 3.7 Oversee the selection, deployment, development, evaluation, promotion, transfer, reprimand, demotion and separation of business accounting, purchasing, transportation and contracted maintenance & repair work.

4 Student Transportation

- 4.1 Supervise the contacting, routing, and scheduling of student transportation;
- 4.2 Recommend transportation fees for the approval of the Board of Trustees;
- 4.3 Oversee the safety and welfare of students while being transported to and from school programs on transportation provided by the District.

4.4 Provide Cooperative Transportation Agreement recommendations to the Transportation Committee, Board and senior administration.

5 Risk Management

5.1 Assume leadership and management of risk management for the District;

5.2 Obtain and provide legal opinion and counsel as necessary;

5.3 Liaise with insurance providers to ensure adequate insurance coverage of the District's assets and risks.

6 Facilities

6.1 Assume senior leadership, monitoring, and supervision of operations services;

6.2 Chair the Capital Committee of the Board;

6.3 Lead facilities planning and reporting as required from time to time by the Board and Alberta Education;

6.4 Oversee the condition, including safety and maintenance of buildings and grounds.

7 Daily Operations

7.1 Administer and monitor computer and reporting needs for the financial operations of the District;

7.2 Liaise, as required with Superintendent approval, with provincial government ministries such as: Education, Finance, Infrastructure and Transportation, and Municipal Affairs and Housing

7.3 Prepare as necessary, reports including recommendations and appropriate policies and procedures, in all areas of direct responsibility;

7.4 Serve as the Privacy and Access Officer for the Division;

7.5 Develop positive professional relationships with parents/guardians and affiliated individuals, groups or organizations;

7.6 Other duties, responsibilities and obligations as assigned by the Superintendent;

8 The Superintendent shall annually evaluate and assess the performance of the Secretary-Treasurer relevant to evidence associated with Secretary-Treasurer's work-plan and provide a written report to communicate this assessment.

Reference:

Sections 68, 222, *Education Act*

Policy 11: Role of the Superintendent

Reviewed/Revised March 2014

Revised November 5, 2021

June 28, 2023