



Background

Guided by the school's vision, mission, values and beliefs, 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 Charter Board policy.

Procedures

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

The Secretary-Treasurer will have specific responsibilities as/for:

1. Corporate Secretary

- 1.1 Arranges and provides notice for all Charter Board meetings, including committee and public meetings.
- 1.2 Ensures accuracy of recording of Charter Board proceedings at meetings (minutes).
- 1.3 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
- 1.4 Ensures appropriate insurance policies are in place for the school.
- 1.5 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations.
- 1.6 Provides for the interpretation of legislation affecting the operation of the school, as directed by the Superintendent.

2. Corporate Treasurer

- 2.1 Ensures the fiscal management of the school is in accordance with the terms or conditions of any funding received.
- 2.2 Ensures the operation of the school is fiscally responsible.
- 2.3 Designs budget cycles that meet provincial requirements and provide for stakeholder input.
- 2.4 Prepares the draft budget, aligned with the proposed Three-Year

Education Plan, for the Superintendent's consideration.

- 2.5 Acts as the school's purchasing agent.
- 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
- 2.7 Prepares and submits reports and financial statements to Revenue Canada and as required by the Education Act.

3. Facilities and Property Management

- 3.1 Provides leadership in the development of annual updates to the Capital Plan and of a Facilities Master Plan, including provisions for instructional and support services.
- 3.2 Ensures that building assets are maintained in an appropriate manner.
- 3.3 Ensures school compliance with the requirements of Occupational Health and Safety legislation.

4. Student Transportation

- 4.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the school.

5. Human Resources Management

- 5.1 Ensures job descriptions are developed and updated, and evaluations processes are implemented, for direct reports, in accordance with the procedures established by the Superintendent.
- 5.2 Provides input to the Superintendent with regard to the recruitment and appointment of school Office and Transportation support personnel.

6. Administrative Procedures

- 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Charter Board policy within areas of responsibility.
- 6.2 Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
- 6.3 Ensures application of Charter Board policy and Administrative Procedures as required in the performance of duties.

7. Organizational Management

- 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Charter Board mandates and timelines, and adherence to Superintendent directives.
- 7.2 Contributes to a school culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in his/her area of responsibility.
- 8.2 Ensures parents and staff have a high level of satisfaction with the services provided and the responsiveness of his/her area of responsibility.
- 8.3 Investigates, and facilitates resolution of concerns and conflicts.

9. Superintendent Relations

- 9.1 Establishes and maintains positive professional working relations with the Superintendent.
- 9.2 Honours and facilitates the implementation of the Charter Board's roles and responsibilities as defined in Charter Board policy and encourages staff to do the same.
- 9.3 Provides information which the Superintendent requires to perform his/her role in an exemplary fashion.

10. Leadership Practices

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

Reference:

Education Act, s. 27, 52, 53, 54, 68, 204, 222, 225
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Act
Occupational Health and Safety Act
Fundraising Manual for School Authorities