

## **SECRETARY-TREASURER**

A School Division will appoint a Secretary-Treasurer of the Division, fix and pay his salary, define his duties, and will undertake guarantee insurance in the province.

The Secretary-Treasurer will respect the authority of the Superintendent under the auspices of the School Board, and will be responsible for School Board business matters that involve finance, purchasing, accounting, auditing, and insurance.

Without in any way restricting the generality of the foregoing, the Secretary-Treasurer will:

1. Attend all regular and special meetings of the Board, record the minutes arising therefrom and write all correspondence as it concerns his area of responsibility.
2. Act as the financial and business advisor to the Board.
3. Plan, develop, and maintain successful business programs based on sound administrative principles.
4. Perform the duties of the position as indicated under the provisions of the Public Schools Act.
5. In cooperation with the Superintendent and the Chairman of the Board, prepare detailed agendas for regular and special meetings of the Board of Trustees.
6. Act as signing officer of the Board.
7. Prepare the budget with the help of the Superintendent.
8. Prepare estimates of all grants and salaries for the ensuing year's budget.
9. Direct and be responsible for estimating all sources of revenue required to equal the approved budget expenses and upon receipt of budget approval be responsible for exercising budget controls of revenue and expenses.
10. Supervise the overall operation of purchasing procedures and policies.
11. Direct or supervise the preparation of all payrolls, personnel records, payments to all full time and part time personnel, in accordance with salary schedules as negotiated.
12. Promote good will between staff and the public.
13. Supervise the overall operation of accounting and internal audits in the schools as well as the Division Office, and provide the Board with quarterly and yearly financial statements of accurate financial facts that they will use to formulate policy and decisions.
14. Be responsible for the preparation and maintenance of books of account and financial records.
15. As directed by the Board, be responsible for the preparation of cost analysis studies, the installation and operation of inventory systems, the administration of special and/or trust funds, and the preparation of annual financial working papers.

16. Draft briefs, prepare special reports and act as consultant to standing committees in his area of responsibility.
17. Carry out such other duties as the Board of Trustees may from time to time direct.
18. Attend such conferences, seminars, and workshops for the purpose of professional development related to the benefit of the School Division.

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