



XXXX: Secretary Treasurer / CFO (AP)

Approved: 00 02 08

Amended: 16 11 22

Amended: 24 11 12

PROCEDURES

The Secretary Treasurer, within the framework of the School Act and School District policy, will have duties generally, but not exclusively, respecting the:

1. Execute the duties and responsibilities as described in the School Act and Regulations, and other legislation.
2. Direct the work of the Manager of Corporate Services who acts as Corporate Secretary for the Board of Education.
3. Advise the Board in the proper exercise of its duties under the *School Act* and other legislation.
4. Direct the work of the Manager of Corporate Services who with input from the Chair of the Board and the Superintendent, prepares the agendas for Board and assigned committee meetings.
5. Ensure that minutes of Board and assigned committee meetings are prepared.
6. Be responsible for all signing authorities, legal, insurance and rental matters of the District.
7. Be responsible for the acquisition, retention and disposal of all District assets in accordance with Board policies.
8. Ensure that trustee elections are properly conducted as required.
9. With assistance from the Controller and leadership in departments and in schools, be responsible for the budgeting, financial control and reporting functions of the District.
10. Maintain effective relations with Ministry officials, Municipal officials, Auditors, Legal Counsel, and others who have business relations with the School District.
11. Maintain positive relations with employee groups and individual employees.
12. May act as spokesperson for the Board in accordance with Board policy and practices.
13. Act as the District Freedom of Information and Protection of Privacy Officer.
14. Attend all Public, In-Camera and Committee meetings as required.
15. Participate as an active member of the Executive Committee.
16. Perform other duties as assigned by the Superintendent.



QUALIFICATIONS

1. A relevant University degree is required; a professional accounting designation or equivalent is an asset.
2. A minimum of 10 years of management experience, with a good understanding of public administration, accounting, finance and capital asset management.
3. A good understanding of human resources, labour relations and collective agreements.
4. Strong, positive interpersonal skills.
5. Technical skills appropriate for the responsibilities and duties.

EMPLOYEE GROUP

The Secretary Treasurer is a member of the Management/Excluded group with applicable salary, benefits and working conditions specified in an employment contract.

REFERENCES AND RESOURCES

Pacific Rim School District 220: Secretary Treasurer (P)
XXXX – Signing Authority (AP)
School Act