

SECRETARY-TREASURER JOB DESCRIPTION

1. Primary Function

Guided by the Division's foundational statements, the Secretary-Treasurer assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in provincial statute, Alberta Education Policy and Regulations, and Board Policy. The Secretary-Treasurer also assists the Superintendent to effectively implement the Board policies and administrative procedures of STAR Catholic Schools.

The *School Act* requires Boards to appoint a Secretary and a Treasurer, or one person to serve as Secretary-Treasurer. The Secretary-Treasurer is responsible for the management and monitoring of all business services for the Division. In particular, the Secretary-Treasurer assumes responsibility as the Executive Officer of the Board and provides leadership in all matters related Finance, Administration, Transportation and Facilities.

2. Qualifications

A professional accounting designation is preferred along with related managerial experience. Having the ASBOA designation of Certified School Business Official would be an asset.

3. Reporting and Supervisory Relationships

- 3.1 Reports directly to the Superintendent of Schools.
- 3.2 Supervises the following staff:
 - 3.2.1 Director of Facilities
 - 3.2.2 Director of Finance and Business
 - 3.2.3 Transportation Officer

4. Performance Responsibilities

The Secretary-Treasurer has specific responsibilities for:

- 4.1 Business Operations Management
 - 4.1.1 Works with the Superintendent to ensure the financial management of the Division is in accordance with the terms or conditions of funding received under the *School Act* or any other applicable act or regulation.
 - 4.1.2 Acts as a bonded agent of the Division, with signing authority in all legal and financial matters relating to the Division.
 - 4.1.3 Directs the development and implementation of the Annual Education Budget of the Division in a manner that is consistent with standard accounting procedures and legal and ethical requirements.
 - 4.1.4 Establishes and administers budget control procedures.
 - 4.1.5 Provides leadership and direction to the Director of Finance and Business

- 4.1.6 Invests funds so as to ensure an efficient and economical cash flow.
- 4.1.7 Ensures that the supplementary requisitions and Board-approved fee procedures are implemented.
- 4.1.8 Directs procedures respecting all education grants.
- 4.1.9 Finalizes all insurance policies.
- 4.1.10 Submits to Alberta Education all required financial documents in compliance with all Ministerial mandates and timelines.
- 4.1.11 Provides reports to the Superintendent as required regarding the financial operations of the Division.
- 4.1.12 Assists in the negotiation, preparation and administration of agreements and leases entered into by the Division.
- 4.1.13 Assists with the negotiation of various employee group contracts.
- 4.1.14 Allocates duties to, and undertakes performance appraisals of staff they are responsible for.
- 4.1.15 Reviews and audits annual and quarterly financial status reports from the Director of Finance and Business.
- 4.1.16 Finalizes and submits all required annual reports (PUF, Charity, etc.)
- 4.1.17 Performs random audits of accounting activities including payroll, accounts payable, purchasing, accounts receivable and journal entries.
- 4.1.18 Assists school sites with the preparation of annual budgets and the management of their financial affairs, including school-generated funds.
- 4.1.19 Ensures school visits and special audits are conducted to evaluate the effectiveness and efficiency of the financial and business operations in the schools.
- 4.1.20 Develops the RFP and make recommendations for the auditors.
- 4.1.21 Ensures adequate internal financial control procedures and audits.
- 4.1.22 Approves the disposal and destruction of Division records.
- 4.1.23 Reviews and reports on consolidated student enrolment data and school population as it relates to student enrolment funding.
- 4.1.24 Provides leadership and/or assistance in the development and revision of Board policies and Division administrative procedures, as assigned by the Superintendent.
- 4.1.25 Acts as FOIP Coordinator of the Division.
- 4.1.26 Prepares school and demographic population trends as it relates to the development of school attendance projections using appropriate software.

4.2 Facilities Management

- 4.2.1 Provides leadership and direction to the Director of Facilities to ensure the effective management of facilities and maintenance requirements for schools and other Board facilities.
- 4.2.2 Assists in the planning and development of long-range facility plans, including submissions to Alberta Infrastructure.
- 4.2.3 Assists in the coordination of major capital projects undertaken within the Division.
- 4.2.4 Provides for appraisals and inventories of Division property.
- 4.2.5 Prepares estimates of capital requirements for by-law purposes, and addresses the administrative details pertaining to referendums and by-laws.
- 4.2.6 Prepares the Division's Capital Plan
- 4.2.7 Ensures the appraisals and inventories of property.

- 4.3 Student Transportation Management
 - 4.3.1 Ensures the provision of safe, efficient and economical transportation services within Division urban centers and rural areas.
 - 4.3.2 Provides liaison with public school jurisdictions that transport Division students by way of transportation agreements.
 - 4.3.3 Negotiates and administers transportation agreements with transportation companies and public school jurisdictions, as required.
 - 4.3.4 Ensures that all eligible transportation grants are received by the Division.

- 4.4 Executive Secretary of the Board
 - 4.4.1 Attends Board, Committee or Public meetings as required.
 - 4.4.2 Reviews and approves the recording minutes of all meetings of the Board.
 - 4.4.3 Prepares responses for the Board as required. (Letters, memos, etc.)
 - 4.4.4 Ensures the preparation and execution of service contracts, leases and agreements.
 - 4.4.5 Oversees and ensures the safekeeping of all official records and documents.
 - 4.4.6 Provides accurate administrative and financial reports as required.
 - 4.4.7 Obtains for the Superintendent and the Board, opinions or interpretations of the School Act and other legislation.
 - 4.4.8 Arranges for the election of Trustees and acts as the Returning Officer.
 - 4.4.9 Acts as the Parliamentarian by drafting and providing interpretation of bylaws and rules.
 - 4.4.10 Oversees and administers appeals to the Board.
 - 4.4.11 Assists the Superintendent with Trustee orientation.
 - 4.4.12 Prepares by-laws and arrange for the conduct of public referendums as required.
 - 4.4.13 Supervises and ensures efficient filing and record keeping systems to effectively carry out the business of the Division.
 - 4.4.14 Ensures the maintenance of the Board Policy manual in collaboration with the Executive Assistant.

- 4.5 Other Responsibilities
 - 4.5.1 Provides leadership into the Division's strategic planning process including the development of education plans and results report, as assigned by the Superintendent.
 - 4.5.2 Interpret and advise the public and municipal authorities on Board Policy.
 - 4.5.3 Acts as a liaison with other government bodies, agencies and organizations involved in education.
 - 4.5.4 Performs daily duties in a manner conducive to a safe workplace.
 - 4.5.5 Complies with Division policies and procedures.
 - 4.5.6 Demonstrates effective organizational skills that support the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
 - 4.5.7 Works with the Superintendent to ensure that positive external and internal communications are developed and maintained.
 - 4.5.8 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the performance responsibilities assigned by the Superintendent.

- 4.5.9 Supports the Mission, Vision, and Values of a Catholic school division.
- 4.5.10 Attends and participates in appropriate ASBA, ACSTA and ASBOA seminars and conferences.
- 4.5.11 Attends other conferences, seminars and conventions to foster and facilitate professional growth and development.
- 4.5.12 Performs other responsibilities as assigned by the Superintendent.

5. Conditions of Employment

- 5.1 The appointment of the Secretary-Treasurer is secured through a written contract of employment.
- 5.2 Conditions of employment are specified in the contract of employment.

6. Performance Appraisal

- 6.1 The Superintendent of Schools will evaluate and assess the performance of the Secretary-Treasurer. In carrying out this responsibility, it is recognized that the Secretary-Treasurer is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the Division.
- 6.2 The evaluation and assessment process shall be an improvement-oriented process, including a self-reflection component that is primarily based on the performance responsibilities outlined in Section 4 above.