

12 ROLE OF SECRETARY-TREASURER

The Secretary-Treasurer is identified by the School Act as the Board's corporate financial officer. Furthermore, the Secretary-Treasurer is responsible to the Superintendent for all business functions pertaining to the school district's operations, including the financial health, assets and stability of the school district. Consequently, the Secretary-Treasurer shall:

- 12.1 Partner with the Superintendent to support the Board on all operational and strategic issues as they arise; provide strategic recommendations to the Board based on financial analysis and projections.
- 12.2 Undertake staff responsibility and leadership for the annual budget development process, cost management, and regular financial reporting to the Board and Superintendent.
- 12.3 Receive, process or disburse funds under controls that are sufficient to meet the Board-appointed auditor's standards, and invest or hold funds only in secure instruments.
- 12.4 Permit expenditures to exceed revenues at the end of the fiscal year only if authorized by the Board.
- 12.5 Not unnecessarily expose the school district, the Board or staff to claims of liability.
- 12.6 Oversee School District No. 46 (Sunshine Coast) physical assets, including property, facilities and vehicles, including providing a program of regular and preventative maintenance.
- 12.7 Oversee any transportation the Board offers to students to and from school.
- 12.8 Take into consideration the Board's intention to protect the cultural, heritage and environmental assets of the school district whenever possible.
- 12.9 Acquire, encumber or dispose of real property only with Board approval.
- 12.10 Consult with the Board before entering into any significant partnerships or contracts.