

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 to consider student learning and equity when overseeing 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; provide strategic recommendations to the Board based on financial analysis and projections.
- 12.2 Undertake responsibility and leadership for the annual budget development process, cost management, and regular financial reporting to the Board and Superintendent.
- 12.3 Maintain awareness of local and provincial educational initiatives and support the Superintendent in their implementation.
- 12.4 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.
- 12.5 Permit expenditures to exceed revenues at the end of the fiscal year only if authorized by the Board.
- 12.6 Implement risk management processes to reduce and avoid, wherever possible, exposing the school district, the Board or staff to claims of liability.
- 12.7 Oversee Board assets, including property, facilities and vehicles, including long-term planning, regular refresh, and preventative maintenance.
- 12.8 Oversee any transportation the Board offers to students to and from school.
- 12.9 Take into consideration the Board's intention to protect the cultural, heritage and environmental assets of the school district whenever possible.
- 12.10 Acquire, encumber or dispose of real property only with Board approval.
- 12.11 Consult with the Board before entering into any significant partnerships or contracts.
- 12.12 Become familiar with and comply with the accounting and administrative procedures specified by the minister and keep a record of the proceedings of the board.
- 12.13 Oversee Freedom of Information requests and Protection of Privacy requirements.
- 12.14 Appoint an individual or act as the Chief Elections officer for Trustee elections.

12.15 Support the Board Chair in maintaining governance processes.

Board Policy: December 2010
Revised: November 2013, June 2021