

302.2 Secretary-Treasurer

Policy

Under the School Act, the Board shall appoint a Secretary and a Treasurer or one person to act as Secretary-Treasurer. In Lethbridge School District 51, the duties of the Secretary – Treasurer are fulfilled by the Associate Superintendent of Business Affairs.

The Board expects that the Secretary-Treasurer will carry out his/her responsibilities in accordance with District and Alberta Education policy and regulations, the School Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Regulations

1. Subject to the School Act and Alberta Education policy and regulations, the Board is responsible for appointing the Secretary-Treasurer.
 - 1.1 The Secretary-Treasurer reports directly to the Superintendent.
 - 1.2 Responsibility for evaluation of the Secretary-Treasurer shall rest with Superintendent.
 - 1.3 The Secretary-Treasurer's contract is negotiated directly with the Board.
2. The duties and responsibilities of the Secretary-Treasurer shall include, the:
 - 2.1 administration of all District business functions in a manner that is consistent with standard accounting procedures and legal and ethical requirements;
 - 2.2 planning for, and control of the expenditure of public funds to achieve District goals;
 - 2.3 care and control of District assets;
 - 2.4 provision of regular reports regarding the financial operations of the District;
 - 2.5 provision of advice on all financial and business matters and the development and recommendation of related policies and practises for consideration;
 - 2.6 provision of assistance and advice with respect to contracts and labour relations issues and concerns;
 - 2.7 administration of the District's Technology Department;
 - 2.8 ensurance of proper tendering and contracting procedures;
 - 2.9 recording and compiling of minutes for all regular and special meetings of the Board;
 - 2.10 liaison with Alberta Education, local municipalities and other organizations or agencies as required;

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2.11 carrying out of any other duties that the Secretary–Treasurer may be required to do, from time to time, as dictated by the School Act or by Board policy and

2.12 other duties and responsibilities as assigned by the Superintendent.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: Section 116

District Policies: 300.1 Administration Guiding Principles, 600.2 School-Based Decision Making, 803.1 Purchasing, 801.1 System Budgeting, 801.9 Financial Planning and Management - General, 802.4 Financial Investments, 804.3 Financial Accountability and Audits

Other: Lethbridge School District No. 51 – Site Based Decision Making Handbook, Lethbridge School District No. 51 – Current Three Year Education Plan, Alberta Education – School Based Decision Making Resource Guide - 1997 Job Description - Secretary-Treasurer