

ADMINISTRATIVE PROCEDURE NO. 438**THE ROLE OF THE SECRETARY-TREASURER****Background**

The Secretary-Treasurer is the senior financial officer of the Board and is responsible directly to the Superintendent.

Procedures

1. The Superintendent has delegated to the Secretary-Treasurer the responsibility and authority necessary to administer the financial, property, and related instructional support services of the Board.
2. The Secretary-Treasurer shall serve as the secretary to the Board and shall be responsible for the taking of minutes at all regular, special, and committee meetings of the Board.
3. The Secretary-Treasurer may delegate the performance of assigned duties to the staff that report directly to that position but shall remain accountable to the Superintendent for the proper discharge of those duties.
4. The Secretary-Treasurer has been designated by the Board as the Coordinator in accordance with the provisions of the *Freedom of Information and Privacy Act*.