

## 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.

### Duties and Responsibilities

The Secretary-Treasurer is expected to supervise and take responsibility in all areas related to learning services for the Division. The functions of these areas will include, but are not restricted to, the following:

- a. Promoting Catholicity within the Division;
- b. Research and Innovation;
  - i) New programs
  - ii) Pilot projects
  - iii) Special studies
- c. Fiscal Management  
Provides for the fiscal management of the Division in accordance with the terms or conditions of any funding received by the Division under The School Act or any other applicable legislation. Ensures timely development of the Division's annual budget and audited financial statements in compliance with all legal, Ministerial and Board mandates and timelines. Provides financial reporting in accordance with Board policy and procedures.
- d. Insurance  
The Secretary-Treasurer will administer the Division's insurance program in compliance with The School Act, Board policy and procedure, and any other applicable legislation.
- e. Corporate Secretary  
The Secretary-Treasurer will ensure the accuracy of Board proceedings at meetings, including minutes. Provides leadership in the development of contracts, agreements and partnerships.
- f. FOIP Coordinator  
Ensures the maintenance, transparency, and access of records as well as the protection of privacy of personal information of staff and students, in

accordance with Freedom of Information and Protection of Privacy (FOIP) legislation.

- g. **Leadership Practices**  
The Secretary-Treasurer will model advocacy for Catholic Education and the Division's Principles of Practice, and be supportive of the senior management team of the Division. The Secretary-Treasurer may delegate these responsibilities as necessary.
- h. **Whistleblower Protection**  
Implement as the Designated Officer for the Public Interest Disclosure (Whistleblower Protection) Act all necessary processes and procedures.
- i. **Negotiations**  
Be responsible for ensuring that all negotiations are fulfilled in a timely and prudent manner that encompasses sound and reasonable financial decisions, reflects the financial position of the school division, and is in the best interest of students
- j. **Occupational Health and Safety Program.**  
Provides leadership in the development of the Division's OH&S plan and ensures that the plan meets the requirements of all provincial/municipal legislation.
- k. **Student Information System.**  
Be responsible for the management of the Student Information System in conjunction with the Associate Superintendent of Inclusive Learning.
- l. **Those duties and responsibilities as assigned by the Superintendent.**  
Note: These responsibilities are subject to change depending on the needs of the Division. Discussion will be held with the Secretary -Treasurer regarding such changes, but the Division retains the right to restructure or reassign duties.
- m. **The Secretary -Treasurer covenants and agrees to discharge faithfully and to the best of his knowledge, skill and ability the duties and responsibilities referred to herein in the best interests of the Division.**  
The Secretary-Treasurer may delegate these responsibilities as necessary.