

## Schedule I

**ROLE AND DUTIES OF THE SECRETARY-TREASURER**

The role of the Secretary-Treasurer is that of Secretary, Treasurer, and Business Manager of the Division. The Secretary-Treasurer reports to the Superintendent and directly to the Board of Trustees as outlined in this schedule. The Secretary-Treasurer is a member of the Senior Administrative Team and shall be the first contact in the absence of the Superintendent. The Secretary-Treasurer's function shall be to assist the Board of Trustees, the Superintendent and the schools to meet the overall objectives of the Division and the needs of the students insofar as the resources of the Division will allow.

The Secretary-Treasurer shall be the Business Manager and responsible for the correspondence and records of the Board of Trustees, for the accounting, financial reporting and fiscal management of the Division, for the operation and maintenance of the buildings and property of the Division and for the operation of the student transportation system in the Division. The Secretary-Treasurer shall report directly to the Board of Trustees on these matters.

Without in any way restricting the generality of the position the powers and duties of the Secretary-Treasurer shall be those outlined by the Public School Act and Division policy and shall include:

1. Board Meetings, Committee Meetings, Correspondence and Documents
  - a) Supervise directly the secretarial/correspondence for the Board.
  - b) In cooperation with the Chairman of the Board and the Superintendent, prepare detailed agendas for regular and special meetings of the Board of Trustees.
  - c) Shall attend all meetings of the Board except where his/her own tenure, salary and efficiency are under consideration. As well, attend committee meetings where required.
  - d) Prepare Board Meeting and Committee Meeting minutes for adoption by the Board.
  - e) Provide reports and recommendations to the Board on issues under the jurisdiction of the Secretary Treasurer.
  - f) Maintain custody of documents, contracts, leases, deeds, minute books and all other official records of the Division.
  - g) Provide notification to the Board of the need for new division policy or review.
  - h) Have an active role in the Collective Bargaining process as determined by the Board of Trustees.
  - i) Be signing officer for the Division.

## 2. Accounting, Financial Reporting and Fiscal Management

- a) Plan, organize, co-ordinate and maintain the systems for financial accounting, payroll, financial reporting, purchasing and internal controls for the Division.
- b) Keep the Board informed with regard to its business administration system and the financial affairs of the Division, and to make recommendations with respect to these matters.
- c) Co-ordinate and prepare the annual Draft Financial Statement and Supplementary Information and audit working papers file in accordance with PSAB (Public Sector Accounting Board) Standards.
- d) Co-ordinate and prepare March 31<sup>st</sup> PSAB Financial Statements in accordance with PSAB and as directed by Manitoba Education. Prepare audit working file in accordance with specified audit procedures as provided by Manitoba Education for Provincial Summary Reporting.
- e) Maintain systems for financial accounting, financial reporting and internal controls for school funds in accordance with the Provincial School Generated Funds Accounting Policy.
- f) Prepare the annual Division detailed budget estimates of revenue and expenditures in conjunction with the Board of Trustees, Superintendent and other divisional administrators/coordinators. Prepare Budget Documents in accordance with Manitoba Education requirements.
- g) Co-ordinate, prepare and review monthly/quarterly reports for the Division, Schools and Departments to ensure effective budgetary controls.
- h) Provide monthly Division Summary Financial Reports at a regular board meeting of the Board of Trustees.
- i) Maintain accounting records for the Division's Registered Charity and complete the annual Canada Revenue Agency Information Return.
- j) Co-ordinate, prepare and verify information for Student Reporting to Manitoba Education for provincial grant and statistical purposes.
- k) Maintain records and prepare financial progress reports on Public Schools Finance Board funded projects.
- l) Co-ordinate and direct the administration of payrolls and benefits and the maintenance of personal records and all personnel in accordance with Board policy, negotiated collective bargaining agreements, and approved salary schedules in consultation with the Division's other Administrators.
- m) Co-ordinate staff absence record keeping and prepare periodic reports for review by administration and the Board.

- n) Annually review salaries of non-unionized employees and provide board with recommendations in regards to salary amendments.

### 3. Staff Supervision & Leadership

- a) Employ staff in his/her area of jurisdiction within budget allocations.
- b) Employ within the establishment and budgetary limits set by the school board, necessary staff except senior officers and employees holding administrative or coordinator positions; or to accept resignations except for administrative or coordinator positions. Staffing resignations are to be reported to the Board.
- c) Hire all accounting and clerical staff with the assistance of the Superintendent.
- d) Hire all maintenance and transportation staff with the assistance of the Maintenance and Transportation Supervisors and other administrators where appropriate.
- e) Provide a recommendation to the Superintendent for termination or suspension of personnel in his/her areas of jurisdiction.
- f) Supervise clerical/accounting staff and the executive secretary in coordination with the Superintendent.
- g) Supervise the division building and grounds maintenance supervisor.
- h) Supervise the division student transportation supervisor.
- i) Act as the Board's agent in matters of staff discipline. (Policy G.H.C.)
- j) Provide leadership and direction to staff under his/her responsibility.
- k) Perform staff evaluations as per Division Policy. Where applicable evaluations will be conducted in consultation with the appropriate administrator.
- l) Collaborate and provide direction with school administration and any other staff on issues within the Secretary Treasurer's jurisdiction.

### 4. Other

- a) To follow adopted school division policies on issues under his/her jurisdiction.
- b) Keep abreast of changes of changes in provincial legislation and regulations (Public Schools Act, Education Administration Act, Employment Standards, Workplace Safety & Health, Labour Relations, Freedom of Information & Privacy etc.)
- c) Maintain membership in appropriate professional associations and participate in the activities and work of such associations, so as to further personal professional development and thereby benefit the School Division.

- d) Responsible for the execution of procedures with respect to insurance, banking and legal affairs.
- e) Serve as the Information Access & Privacy Officer (FIPPA) for the Division.
- f) Authorize the disposal of property with a value less than \$500.00 (exception school buses declared surplus) and to co-ordinate the procedures for the disposal of property over this value.
- g) To perform other related duties, which the Board of Trustees may from time to time direct.

Evaluation

Evaluated by the Superintendent in consultation with the Board of Trustees.

Approved: December 18, 2007

Revised: December 16, 2014

Revised August 18, 2015