

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/CEO 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 one of two first contacts along with the Assistant Superintendent in the absence of the Superintendent/CEO. The Secretary-Treasurer's function shall be to assist the Board of Trustees, the Superintendent along with the Assistant 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) Assist the Superintendent and Chairperson of the board prepare detailed agendas for regular and special meetings of the board.
 - c) Attend board meetings except where his/her salary and efficiency are under consideration or unless excused by the board chair.
 - 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) Keep the board informed as to the effectiveness of the present policies in relation to the business goals of the division, and recommend the revision of old or formulation of new policy.
 - h) Have an active role in the Collective Bargaining process as determined by the Board of Trustees. Together with the Superintendent/CEO participate in

activities related to negotiation, interpretation and administration of contractual agreements, collective agreements, and policies governing conditions of employment for all employees.

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 31st 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/CEO 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 provincially 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 employee groups other than teachers 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 board, necessary staff except senior administration and to accept resignations of staff that fall within policy/collective agreement/or employment standards. Resignations outside the aforementioned will be presented and considered by the board.
- c) Hire all accounting and clerical staff with the assistance of the Superintendent/CEO or other members of the Senior Administration Team.
- 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/CEO 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 other members of the Senior Administration Team.
- g) Supervise the division Maintenance Supervisor.
- h) Supervise the division 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 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 \$2,500.00 (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

The Secretary-Treasurer shall be evaluated by the Board of Trustees in consultation with the Superintendent/CEO at a minimum every 4 years or at the discretion of the board at any time. The purpose of the evaluation process is to promote professional growth, effectiveness and accountability. The Secretary-Treasurer's evaluation should be based on the job description or another process agreed to by both the Board and the Secretary-Treasurer. The Secretary-Treasurer shall receive a written evaluation as outlined in contract.

Approved: December 18, 2007
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