

Schedule I

ROLE AND DUTIES OF THE SECRETARY-TREASURER

The role of the Secretary-Treasurer is that of Secretary, Treasurer, and Business Manager in the Division. The Secretary-Treasurer shall work under the authority of the School Division Board of Trustees and jointly with the Superintendent of Schools as part of a Divisional Administrative Team. The Secretary-Treasurer's function shall be to assist the Board 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.

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 and attend committee meetings where required except where his/her own tenure, salary and efficiency are under consideration.
 - 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) Act as spokesperson for the Board in Collective Bargaining.
 - 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 quarterly PSAB financial reporting 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, with the assistance of the Board of Trustees, Superintendent of Schools, Maintenance Supervisor and Transportation Supervisor. 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) Maintain accounting records for the Division's Registered Charity and complete the annual Canada Revenue Agency Information Return.
- i) Co-ordinate, prepare and verify information for Student Reporting to Manitoba Education for provincial grant and statistical purposes.
- j) Maintain records and prepare financial progress reports on Public Schools Finance Board funded projects.
- k) 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.
- l) Co-ordinate staff absence record keeping and prepare periodic reports for review by administration and the Board.

3. Staff Supervision & Leadership

- a) Employ staff in his/her area of jurisdiction within budget allocations.
- b) Hire all accounting and clerical staff with the assistance of the Superintendent of Schools.
- c) Hire all maintenance and transportation staff with the assistance of the Maintenance and Transportation Supervisors and other administrators where appropriate.
- d) Hire the Maintenance Supervisor and Transportation Supervisor with the assistance of the Superintendent of Schools.
- e) Provide a recommendation to the Board for termination of personnel in his/her areas of jurisdiction.
- f) Supervise clerical/accounting staff and in coordination with the Superintendent, the executive secretary.
- 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. ...4
- 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

The Secretary-Treasurer shall meet annually with the Board at a specific meeting to discuss goals and objectives, and priorities and to receive verbal feedback as to the Secretary-Treasurer's performance. The Secretary-Treasurer will receive a written evaluation by the Board each year in the first three years of employment and every three years thereafter.

Approved: December 18, 2007