

ROLE OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER

Background

The Secretary-Treasurer is the Chief Financial Officer and member of the Executive team. The position leads the business operations and supports the Superintendent in meeting the goals of the strategic plan. The work of business operations will be guided by the District's vision, mission and values and the Secretary-Treasurer will model the values in his/her daily work...

Procedures

The Secretary-Treasurer is directly responsible and accountable to the Superintendent with a shared responsibility for Board of Education governance.

The Secretary-Treasurer will have specific responsibilities as/for:

1. Corporate Secretary

- 1.1 Arranges and provides notice for all Board meetings, including committee and public meetings.
- 1.2 Ensures board materials have appropriate information for the Board to make effective and knowledgeable decisions
- 1.3 Ensures accuracy of recording of Board proceedings at meetings (minutes).
- 1.4 Prepares board orientation materials and provides financial governance professional development
- 1.5 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
- 1.6 Ensures appropriate insurance policies are in place for the District.
- 1.7 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and Regulations.
- 1.8 Provides for the interpretation of legislation and provincial policy affecting the operation of the District,
- 1.9 Acts as chief electoral officer for the election of trustees.

2. Chief Finance Officer

- 2.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received.
- 2.2 Ensures the operation of the District is fiscally responsible.
- 2.3 Ensures the district is supported by an appropriate financial system, process and procedures and internal controls

- 2.4 Designs budget processes which meet provincial requirements with timelines and information provided that ensures transparency and understanding and allows for stakeholder input.
 - 2.5 Prepares the draft budget that accounts for action plans arising from the Strategic Plan,
 - 2.6 Oversees procurement.
 - 2.7 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent and Board requests.
 - 2.8 Provides school sites and district managers with budget information to assist them with the management of their budgets and finances.
3. Facilities and Property Management
- 3.1 Provides leadership in the development of a Long-Range Facilities Plan and annual updates to the Capital Plan, including provisions for instructional and support services.
 - 3.2 Oversees the maintenance of building assets to an appropriate standard.
 - 3.3 Ensures District compliance with the requirements of Occupational Health and Safety legislation.
 - 3.4 Manages any leases of facilities, sale of properties or shared use of space with community.
4. Student Transportation
- 4.1 Oversees transportation system provided by the district to ensure the safety and welfare of students while being transported to and from school programs.
5. Human Resources Management
- 5.1 Negotiate and confirm contracts for employee benefits
 - 5.2 Prepares exempt staff contracts and ensures compliance with labour legislation and provincial policies and appropriate approvals
 - 5.3 Preparation of reports for PSEC and approval of the submission of EDAS data
 - 5.4 Provides support to the Assistant Superintendent, Human Resources in:
 - Preparation of staffing plans that fit within the budget
 - Professional development for support staff
 - Implementation of employee benefit plans
 - 5.5 In collaboration with the Assistant Superintendent, Human Resources:
 - Assists with the preparation and approval of the bargaining objectives and bargaining plans
 - Ensures that payroll understands the results of collective agreement bargaining
 - Provides support to the Board's negotiating committees.
 - Ensures that the district complies with employment legislation, BCPSEA policies, PSEC approvals.

6. Administrative Procedures

- 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 6.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.

7. Organizational Management

- 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
- 7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

- 8.1 Provides timely internal communication that is open and transparent and enables staff to effectively do their jobs.
- 8.2 In collaboration with the Superintendent, provides open and transparent external communication
- 8.3 Ensures parents, staff and public have a high level of satisfaction with the services provided and the responsiveness of the department.
- 8.4 Investigates and facilitates resolution of concerns, and conflicts.

9. Executive Team:

- 9.1 Establishes and maintains positive professional working relations with the executive team.
- 9.2 Works collaboratively to implement the goals and objectives of the strategic plan by providing leadership, policy and procedures, financial resource allocation and open communication.
- 9.3 Provides the information needed for the executive to effectively manage and support the district and the Board.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 22, 23, 65, 85 School Act
School Regulation 265/89

Adopted: November 2019

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