Administrative Procedure 207

Personnel and Employee Relations

ROLE OF THE SECRETARY TREASURER

Background

In accordance with the requirements of the Education Act, the Board will appoint a secretary-treasurer. Reporting directly to the superintendent, the secretary-treasurer is charged primarily with the responsibility of administering business services to and for the Board, in accordance with its approved policies, plans, and guidelines.

Procedures

1. The duties of the secretary-treasurer include the following:

1.1. Corporate Treasurer:

1.1.1. Ensure that the finances of the STEM Collegiate Society (the Society) and STEM Collegiate (the School) are managed in an efficient and accurate manner in accordance with recognized accounting procedures.

1.1.2. Establish and maintain proper and adequate records of accounts for all revenues and disbursements as required by legislation and the Minister of Education.

1.1.3. Prepare the annual draft proposed budget for the consideration of the Board.

1.1.4. Administer the funds provided in the approved budget and prepare periodic reports for the Board showing actual and budget amounts and, where necessary, financial projections.

1.1.5. Coordinate the preparation of the annual financial audit.

1.1.6. Prepare all financial reports, statements and returns as required by legislation and the Minister of Education.

1.1.7. Manage the investment of funds.

1.1.8. Act as signing officer for the Board.

1.2. Corporate Secretary:

1.2.1. Ensure proper completion of contracts, agreements, and partnerships with outside individuals, agencies, and corporations.

1.2.2. Assess and manage the risk to which the Board is exposed and ensure accuracy and currency of insurance coverage.

1.2.3. Provide for the interpretation of legislation affecting the operation of the school, as directed by the superintendent.

1.2.4. Record and compile minutes for all regular and special meetings of the Society and the Board.

1.2.5. Assist committees of the Board, as required by Board policy and/or as directed by the superintendent.

1.2.6. Ensure the maintenance, access, and protection of records in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act and Regulations.

1.2.7. Represent the Board at meetings, as requested.

1.3. Facility and Property Management:

1.3.1. Oversee, in consultation with the superintendent, the operation and maintenance of Board facilities.

1.3.2. Develop, in consultation with the superintendent, the annual Capital Plan.

1.3.3. Ensure, in consultation with the superintendent, compliance with the requirements of Occupational Health and Safety legislation.

1.4. Human Resources Management:

1.4.1. Prepare and administer the employee payroll and benefits program.

1.5. Student Transportation:

1.5.1. Develop and maintain arrangements for the transportation of students to and from the School.

1.6. Undertake other duties, as assigned by the Superintendent.

Approved: July 2023