

## Administrative Procedure 471

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### SECRETARY-TREASURER

#### Background

The School Act requires Boards to appoint a secretary and a treasurer or one person to act as Secretary-Treasurer. The Secretary-Treasurer is an executive officer of the Division, primarily charged with the responsibility of administering business services to and for the Division under the direction of the Superintendent, and in accordance with approved operating policies, goals and objectives of the Division.

The Board shall employ a Secretary-Treasurer who shall be responsible for the performance of such duties as are prescribed by the School Act or the Superintendent. The Secretary-Treasurer shall be responsible to the Superintendent and shall report on any matter affecting the financial operations of the Division.

#### Procedures

1. The appointment of the Secretary-Treasurer will conform to the requirements of the School Act and Ministerial regulations related to notification and bonding.
2. The Secretary-Treasurer will report directly to the Superintendent.
3. The Secretary-Treasurer is responsible for the administration and supervision of all business affairs of the Division, in accordance with the School Act, the requirements of the Department of Education, and Board policy.
4. Specific duties shall be outlined in a job description developed for the position of Secretary-Treasurer.
5. The Superintendent is responsible for initiating recruitment procedures for a Secretary-Treasurer in the event of a vacancy.
6. The Superintendent is responsible for notifying the Minister of the appointment.

Reference: Section 60, 61, 113, 116, School Act

