



SECRETARY-TREASURER – JOB DESCRIPTION

The Secretary-Treasurer is responsible to the Superintendent for the administration and supervision of all business affairs of the Division in accordance with the Education Act, and the requirements of Alberta Education. This position also serves in an advisory function to the Superintendent of Schools on the financial and corporate affairs of the Division.

1. Responsibilities include:

- 1.1 Achievement of the Division Mission, goals, and priorities as established by the Board of Trustees.
- 1.2 Performance of all duties required by law.
- 1.3 Management of the Division's business and financial affairs including planning and control of receipts and expenditures of all funds.
- 1.4 Acting as a resource for Board Committees, such as Finance and Negotiations, as required by the Board or Superintendent.
- 1.5 Attending, with the Board's negotiating committee, all meetings related to collective bargaining of employee groups, and administering agreements once ratified.
- 1.6 Overseeing the Division's transportation of students.
- 1.7 Planning, allocation and expenditure of funds for custodial, maintenance, renovation, and repair proposed with respect to preserving Division buildings, grounds, furnishings and vehicles.
- 1.8 Along with the Superintendent, oversee planning and coordination of all new facilities.
- 1.9 Assignment, training, performance, evaluation, promotion, and recommendations to Human Resources regarding the selection and separation of Maintenance; Custodial; Transportation; and Business and Finance staff.
- 1.10 Identification and pursuit of activities leading to professional growth and development of Finance Department members.
- 1.11 Development and management of the Division's Information System.
- 1.12 Forecasting and accommodation of students/numbers/locations.
- 1.13 Coordination of FOIP services and responses to inquiries.

Reference: Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act