

Pembina Hills School Division

Secretary Treasurer

Position Description

Background

Guided by the Division's foundational statements, the Secretary Treasurer assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in provincial statute, Alberta Education policy and regulations, and Board policy. The Secretary-Treasurer also assists the Superintendent to effectively implement the Board policies and administrative procedures of Pembina Hills School Division.

The Education Act requires boards to appoint a secretary and a treasurer, or one person to serve as secretary-treasurer. The Secretary Treasurer is responsible for the management and monitoring of all business services for the Division. The Secretary Treasurer assumes responsibility as an executive officer of the Board and provides leadership in all matters related to finance, administration (privacy, legal, insurance, and risk and liability), and facilities.

General Responsibilities

1. Corporate Secretary

- 1.1 Arrange and provide public notice of all Board meetings and other proceedings as required in the operation of the Division;
- 1.2 In collaboration with the Board Chair, Board Vice Chair, and Superintendent, draft agendas for all Board meetings, including Board Planning Committee meetings;
- 1.3 Attend all Board meetings, including Board Planning Committee meetings; record and ensure accuracy of recording of Board proceedings at meetings (minutes); draft Board Meeting News;
- 1.4 In collaboration with the Board Chair, draft correspondence on behalf of the board to the ministries of the province of Alberta and other stakeholders;
- 1.5 Ensure proper completion of contracts and agreements;
- 1.6 Ensure appropriate insurance policies are in place for the Division;
- 1.7 Ensure the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act and Regulations;
- 1.8 Provide for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent;
- 1.9 In years of school board elections, assume duties of the Returning Officer for Pembina Hills School Division.

2. Corporate Treasurer

- 2.1 Ensure the fiscal management of the Division is in accordance with the terms or conditions of any funding received;
- 2.2 Make recommendation to the Superintendent regarding possible actions to increase the effective and economic, effective and efficient operation of programs within the Division;

- 2.3 Operate in a fiscally prudent and responsible manner;
- 2.4 Ensure the accuracy of funding received by the Division;
- 2.5 Produce and present financial accountability and other reports in compliance with all legal and ministerial mandates and timelines, and Superintendent directives;
- 2.6 Prepare the draft Division budget, aligned with the three-year education plan;
- 2.7 Provide oversight to the payroll program;
- 2.8 Assist principals with preparation of budgets and the management of school financial affairs;
- 2.9 In collaboration with the Superintendent, provide support to the Board's negotiating committee and non-union support staff discussions.

3. Facility Services

- 3.1 Provide senior leadership and monitoring of facility services;
- 3.2 Ensure that building assets are maintained in an appropriate manner;
- 3.3 Ensure Division compliance with the requirements of occupational health and safety legislation.

4. Human Resources Management

- 4.1 Ensure job descriptions are developed and updated, and evaluation processes are implemented for direct reports, in accordance with the Division Administrative Procedures;
- 4.2 Provide recommendation with regard to the recruitment and appointment of personnel whom report to Secretary Treasurer;
- 4.3 Support the professional development and training of financial services staff and those that directly report to the Secretary Treasurer.

5. Policy/Administrative Procedures

- 5.1 Serve as Superintendent designate on the Board's Policy Committee, assisting in the development, implementation and evaluation of Board policy;
- 5.2 Provide leadership and quality assurance in the planning, development, implementation and evaluation of administrative procedures, with areas of responsibility;
- 5.3 Ensure the application of Board policies and administrative procedures as required in the performance of duties.

6. Organizational Management

- 6.1 Demonstrate effective organizational skills resulting in compliance with all legal, ministerial, and board mandates and timelines, and adherence to Superintendent directives;
- 6.2 Contribute to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

7. Communications and Community Relations

- 7.1 Take appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility;
- 7.2 Assist the Board and Superintendent in the development of communication plans and stakeholder engagement;
- 7.3 Ensure students, staff and parents have a high level of satisfaction with the services provided and the responsiveness of the department;
- 7.4 Investigate and facilitate resolution of concerns and conflicts.

8. Superintendent Relations

- 8.1 Establish and maintain positive professional working relations with the Superintendent;
- 8.2 Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board policy and encourage staff to do the same;
- 8.3 Provide the information which the Superintendent requires to perform their role in an exemplary fashion.

9. Leadership Practices

- 9.1 Practice leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations;
- 9.2 Exhibit a high level of personal, professional, and organizational integrity.