

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY:	2000R2
Date:	July 6, 1999
Revision:	4

BOARD REGULATION

Secretary-Treasurer Duties and Responsibilities

General

The Secretary-Treasurer is responsible to the Superintendent of Schools and has statutory responsibilities to the Board of School Trustees. The Secretary-Treasurer may report directly to the Board of School Trustees on business and corporate affairs. The Secretary-Treasurer works closely with a variety of personnel and groups to effectively:

1. perform the duties as the corporate officer of the Board including, but not limited to, administering oaths, affixing the corporate seal, taking and signing affidavits, preparing and circulating minutes of Board meetings, and ensuring that contracts between the Board and second parties conform with legal requirements.
2. provide leadership in the development of the annual operating and capital budgets within Ministry parameters and in response to Board direction.
3. provide leadership in the business and corporate affairs of the district, including the provision of current information and analysis when advising the Board in relevant areas.
4. act, advocate and liaise, with community and parent organizations, individual parents and citizens, other school districts, government and government agencies and organizations, to effectively administer the business and corporate affairs of the district.
5. prepare new Board policy drafts and monitor the effectiveness and appropriateness of Board policies related to the business and corporate operations.
6. establish, monitor and manage procurement procedures, inventory control mechanisms, financial control and audit systems, and receipt and disbursement of funds.

7. recruit, assign and coordinate personnel, services and resources to effectively lead and manage the business affairs of the district.
8. allocate school operating and capital budgets, monitor school financial procedures and direct and assist school and district administrative and management personnel in financial matters.
9. provide advice and input to management and leadership groups and the Superintendent regarding general operating procedures of the district, system wide organizational planning and policy development and recruitment, and selection and reassignment of administrative and management staff.
10. perform other duties assigned by the Superintendent after consultation with the incumbent and/or other duties assigned by the Board.