
REGULATION 2110

SECRETARY-TREASURER

General

The Secretary-Treasurer, as the Chief Financial Officer, is accountable to the Superintendent for the financial, legal, and general business activities of the Board at all levels of the system. The Secretary-Treasurer, through sound financial planning and management, ensures there is fiscal responsibility and accountability in all levels of the school system.

Specific Responsibilities

1.0 Financial Planning

Is a member of the District Leadership Team.

Ensures that the process and preparation of the operating budget and other financial planning activities are consistent with Board goals/ directions and law.

Ensures that the Board has an accounting and financial control system that is in compliance with Ministry directions.

Directs/ approves capital funding requests to the Ministry.

2.0 Legal Operations

Ensures compliance with legal requirements imposed by the School Act and other legislation regarding financial, Trustee and Board related matters.

Ensures that the Board acts in a manner that complies with the law.

Provides legal assistance to other departments upon request; intervenes when there is a possible contravention of the law.

Approves legal contracts, except those delegated to others (i.e. purchase orders).

Prepares contracts on various matters (except where delegated to other persons or departments), seeks regulatory approvals and acts otherwise in a legal capacity, employing legal counsel as required.

Ensures that legal actions against the Board are defended.

Ensures that legal actions on behalf of the Board are effectively undertaken.

Participates in labour negotiations.

Conducts Stage 3 grievance hearings with respect to CUPE unions; ensures that the Board is properly represented at arbitration hearings and negotiates settlements (where applicable).

3.0 Relationships with Board

Generally responsible for assisting the Board in conducting its affairs effectively and efficiently.

Anticipates financial and legal problems and advises the Board on action that may be required to deal with these matters.

Coordinates/ prepares information required by Trustees.

Maintains minutes of meetings.

Takes action necessary to implement Board directions.

Plans, with the Executive Assistant to the Secretary-Treasurer, Superintendent and Chairperson, the agenda and conduct of Board meetings.

Identifies and recommends matters requiring Board action.

Responsible for Trustee elections and referenda (if they are required).

Provides all possible support to Board and Administration regarding department responsibilities or where individual skills/ experience are of use.

4.0 Business Operations

Gives general direction to the business functions.

Maintains a cash management and investment programme.

Directs District insurance programme.

Negotiates major leases, land and other financial transactions.

Reporting Relationships

Reports to

Superintendent of Schools

Directly Manages

Associate Secretary-Treasurer

Key Relationships

Board of Education
Board and Committee Chairpersons
District Leadership Team
Principals and Vice-Principals
Ministry of Education
Municipalities
Other School Districts
Returning Officer
General Public

Greater Victoria School District

Approved: October 28, 1991

Revised: October 21, 2013