

 <p>DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION</p>	<p style="text-align: center;">Secretary-Treasurer: Roles and Responsibilities</p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy CDBA</p>

As the chief financial officer of the Division, the Secretary-Treasurer performs the general responsibilities articulated in the **GUIDELINES** of [Policy CDBA](#) – Secretary-Treasurer: Roles & Responsibilities. In addition, the Secretary-Treasurer shall:

A. Operations and Procedures Management

1. Establish procedures for efficient and effective operations in the Finance Department of the Division.
2. Coordinate and direct divisional purchasing activities, including:
 - developing tendering and purchase approval procedures;
 - ensuring adherence to approved purchasing policies and procedures; and
 - coordinating tender reviews and approving non-routine purchases in accordance with established purchase approval schedules.
3. Administer the divisional insurance programs by:
 - monitoring the premium status of all policies and ensuring that they remain valid; and
 - periodically reviewing the divisional insurance portfolio to recommend revisions and/or additions to ensure the Division’s appropriate coverage against loss or liability.
4. Liaise with the Division’s solicitor on such matters as contracts and inter-division agreements and ensure the necessary mutual understanding of the intent and implications of the Division’s legal or pending commitments.
5. Ensure compliance with legislation related to Accessibility, Access to Information, and Public Interest Disclosure.
6. Perform other duties, as assigned by the Superintendent of Schools.

B. Document Preparation and Management

1. At the direction of the Superintendent of Schools, prepare agendas and make all necessary arrangements for Board and Board Standing Committee meetings. Provide Board members with copies of minutes, Committee reports, and other information required for meetings.
2. Table correspondence, maintain a record of proceedings, and prepare covering minutes.
3. At the direction of the Superintendent of Schools, attend to correspondence of the Board and notify appropriate individuals within and outside of the Division of action taken.
4. Maintain documents, electronic or print, including but not limited to contracts, leases, insurance policies, deeds, minute books and all other official records of the Division.

5. Compile reports and records prescribed by Manitoba Education, the Board, and the Superintendent of Schools.
6. Provide information and assistance to the Board's Negotiations Committees or Sub-Committees in contract negotiations.

C. Financial Administration and Budget Planning

1. Collaborate with the Superintendent of Schools to develop the annual operating and capital Budget for the Board.
2. Coordinate the preparation of the annual detailed divisional Budget estimates.
3. Administer funds allocated within the approved Budget for the activities for which the Secretary-Treasurer has responsibility.
4. Coordinate and direct divisional accounting activities, and ensure the maintenance of necessary accounting, budgetary and financial control procedures and proper records of account.
5. Prepare regular financial statements and supervise the research of, and reports about, special financial and cost studies.
6. Develop a program for estimating financing requirements and cash flow processes to ensure the Division's financial soundness and solvency.
7. Maintain accurate records of all funds of the Division and direct the handling of cash receipts and disbursements.

D. Personnel Planning and Supervision

1. Communicate divisional expectations to the clerical staff, support a productive working climate and positive staff morale, and assist the resolution of concerns as needed.
2. As defined by the Superintendent of Schools, direct the day-to-day routines and performance of clerical staff located at the Board Office.
3. Recommend to the Superintendent of Schools such changes as are necessary in the structure and function of the Secretary-Treasurer's Department to meet the Division's needs.
4. Prepare and amend, as necessary, and for the approval of the Superintendent of Schools, the position descriptions of personnel who report directly to the Secretary-Treasurer.
5. Supervise the recruitment and selection procedures of all personnel directly responsible to the Secretary-Treasurer.
6. Conduct regular performance reviews of any personnel reporting directly to the Secretary-Treasurer.
7. Recommend to the Superintendent of Schools the promotion, tenure, and, when necessary, termination, of any divisional personnel who are responsible to the Secretary-Treasurer.