

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SECRETARY-TREASURER: ROLES & RESPONSIBILITIES	CDBA

I. POLICY

The Louis Riel School Board believes that its employees can most effectively contribute their skills, expertise and experience to benefit the Division's students when clearly articulated descriptions of their roles and responsibilities guide their work and professional activity.

Accordingly, this policy identifies the core roles and responsibilities of the Secretary-Treasurer of the Louis Riel School Division.

II. GUIDELINES

As the Chief Financial Officer of the Division, the Secretary-Treasurer:

- A. performs functions for the Board as stipulated in the [Public Schools Act of Manitoba](#);
- B. reports, and is directly responsible to, the Superintendent of Schools;
- C. supervises and directs the activities of the Assistant Secretary-Treasurer, the supervisory personnel of the Secretary-Treasurer's department, and other staff as may be assigned;
- D. directs and controls the business administration functions of the Division, including budget development, accounting and records, and purchasing;
- E. liaises with representatives of Manitoba Education, the Manitoba School Boards Association, the Manitoba Association of School Business Officials, and other provincial and civic agencies to discharge the position's roles and responsibilities; and
- F. maintains membership in appropriate professional associations and participates in the activities of such associations to further personal professional development and thereby benefit the Division.

III. PROCEDURES

- A. [LRSD Admin Protocol – Secretary-Treasurer: Roles and Responsibilities](#) shall guide the work and professional activity of the Secretary-Treasurer.

Reference:

- [Leading Together: A Resource Guide for School Boards, Superintendents and Secretary-Treasurers](#). Manitoba Association of School Superintendents, Manitoba Association of School Business Officials, and Manitoba School Boards Association, 2015.

Adopted:	March 21, 2006	Legal References: Numerous sections of the Public Schools Act (Manitoba) , notably, sections 53(1) to 55(3).
Revised:	April 16, 2019	
Reaffirmed:	April 6, 2021	