

POLICIES, GUIDELINES AND PROCEDURES

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

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 defines the core roles and responsibilities of the Assistant Secretary-Treasurer of the Louis Riel School Division.

II. GUIDELINES

As a member of the Senior Leadership Team, the Assistant Secretary-Treasurer:

- A. assists the Secretary-Treasurer in providing educational, financial and operational leadership in the areas of accounting, payroll, purchasing, facilities, and special projects;
- B. acts as controller; and
- C. reports and is directly responsible to the Secretary-Treasurer.

III. PROCEDURES

The Assistant Secretary-Treasurer shall:

- A. perform functions assigned by the Secretary-Treasurer, such as:
 - 1. preparation of the annual budget and financial statements;
 - 2. policy and procedure review and development;
 - 3. labour relations;
 - 4. staff supervision and training; and
 - 5. other business-related activities of the Division, including but not limited to those described in [LRSD Admin Protocol – Secretary-Treasurer: Roles and Responsibilities](#);
- B. report regularly to the Secretary-Treasurer;
- C. assume the role of Acting Secretary-Treasurer when the Secretary-Treasurer is required to be absent from the Division (see [Policy CDBB – Temporary Absence: Superintendent of Schools or Secretary-Treasurer](#));

Adopted:	March 3, 2020	Legal References:
Revised:		

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- D. keep abreast of general developments in the fields related to their position and ensure the dissemination of pertinent information to appropriate staff;
- E. provide guidance and leadership on matters related to their position;
- F. attend meetings of the Board or committees of the Board as directed by the Superintendent of Schools and/or Secretary-Treasurer;
- G. compile reports and records requested by Manitoba Education, the School Board, the Superintendent of Schools and/or the Secretary-Treasurer;
- H. perform all duties in accordance with provincial statutes and regulations, and Board by-laws and policies;
- I. assist and support Principals and Vice-Principals with school-based problem-solving and day-to-day operational issues;
- J. maintain relationships and consult with such personnel within the school division as are necessary to facilitate the accomplishment of the functions of their position;
- K. liaise with representatives of Manitoba Education, Manitoba Teachers' Society, Manitoba School Boards Association, Manitoba Association of School Business Officials, provincial and civic agencies, universities, and other organizations to discharge the position's roles and responsibilities;
- L. represent the school division on interdivision committees, as directed by the Superintendent of Schools and/or Secretary-Treasurer;
- M. maintain membership in appropriate professional associations and participate in the activities and work of such associations to further personal professional development and thereby benefit the Division; and
- N. work in collaboration with the Senior Leadership Team to provide a continuum of service and planning in all schools and across all grades and programs.

The Louis Riel School Division acknowledges the River East Transcona School Division as a source for the development of this policy.

Adopted:	March 3, 2020	Legal References:
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