

Role of the Secretary Treasurer

BACKGROUND

In accordance with the Education Act, the Board employs a Secretary Treasurer to oversee the financial operations of the school, advise the Board, Superintendent, FELT and school administration on matters relating to fiscal management. The Secretary Treasurer presents regular reports to the Board, FELT and school administration on the financial status of the school.

PROCEDURES

1. The Secretary Treasurer reports to the Superintendent.
2. The Secretary-Treasurer works in close collaboration with FELT.
3. The Secretary Treasurer will possess the necessary knowledge and skills to manage the financial affairs of the school.
4. Duties of the Secretary Treasurer include but are not limited to:
 - a. Providing leadership and advice to the Finance Committee and FELT including budget preparation and policy implementation;
 - b. Monitoring the budget;
 - c. Maintaining appropriate financial records and presenting the Annual Budget Report, Capital Plan, Audited Financial Statements, and unaudited schedules to the Board – reports are distributed in advance of Board meetings as scheduled;
 - d. Submitting monthly financial reports to Alberta Education and Childcare;
 - e. Submitting quarterly grant reports to Alberta Education and Childcare;
 - f. Managing accounts payable and receivable;
 - g. Coordinating the annual financial audit in consultation with the Superintendent and FELT;
 - h. Ensuring accuracy and administration of payroll and benefits;
 - i. Supervising the payroll benefits administrator;
 - j. Ensuring compliance with insurance regulations;
 - k. Assisting and advising Board committees as identified by the Superintendent, FELT and Board; and
 - l. Representing the Board at meetings as requested.

LEGAL REFERENCE: Education Act

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