

ROLE OF THE SECRETARY-TREASURER

Background

Guided by the District's mission, vision, values, and our motto, the Secretary-Treasurer will assist

- 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
 - 2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
 - 2.8 In collaboration with the Director, Human Resources, provides support to the Board's negotiating committees.
3. Facilities and Property Management
- 3.1 Provides leadership in the development of annual updates to the Capital Plan and of a Facilities Master Plan, including provisions for instructional and support services.
 - 3.2 Ensures that building assets are maintained in an appropriate manner.
 - 3.3 Ensures District compliance with the requirements of Occupational Health and Safety legislation.
4. Student Transportation
- 4.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the District.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in his area of responsibility.
- 8.2 Ensures parents and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
- 8.3 Investigates and facilitates resolution of concerns and conflicts.

9. Superintendent Relations

- 9.1 Establishes and maintains a positive working relationship with the Superintendent of Schools.