

## **G. Human Resources**

### **Policy G-401: Personnel Policy- Secretary-Treasurer**

#### **Policy**

The Charter Board, consistent with the requirements of the School Act, will employ an individual who will assume the role and responsibilities of Secretary-Treasurer.

#### **Guidelines**

1. The Board will notify the Minister of Education of the appointment and arrange for the bonding of the Secretary-Treasurer in an amount that is reasonable within the context of the financial operation of the school.
2. The Superintendent will work with the Secretary-Treasurer to ensure compliance with all requirements of the School Act and other duties and responsibilities as deemed necessary by the Board of Directors and the Superintendent. The Secretary-Treasurer is an employee of the Board who reports to the Superintendent.
3. The primary duties and responsibilities will include the following:
  - a. Takes major responsibility and leadership for managing the financial operation of the school.
  - b. Works with the Superintendent to develop the annual school budget and capital plan.
  - c. Ensures accountability for the receipt and expenditure of all funds.
  - d. Regularly monitors the school's financial status to ensure that expenditures are in accordance with the approved budget.
  - e. Maintains up to date financial records.
  - f. Liaises with government and other agencies as required.
  - g. Prepares and provides financial statements and reports to the Board, Superintendent, Revenue Canada, Alberta Education and Alberta Infrastructure and Transportation as required.
  - h. Assumes responsibility for the preparation and administration of payroll, benefits and Alberta Teachers Retirement Fund (ATRF).
  - i. As the school's primary liaison, prepares and presents all necessary records and documents to support the annual school audit and works with the auditor as required.
  - j. Attends Board meetings as Recording Secretary.
  - k. Performs other duties assigned.

*Approved (G-401):*                      *January 2009*  
*Revised:*                                *January 2014*  
*Due for Revision:*                  *January 2019*  
*Legal Reference:*                    *The School Act (s. 3.116.a,b,c)*  
    *Regulations governing the operation of charter schools*