



SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

415 – Role of the Secretary-Treasurer

Secretary-Treasurer & Chief Financial Officer

- 1.1 Under the School Act, the Board of Education (“Board”) must appoint a person as Secretary-Treasurer of the Board and arrange for the bonding of the Secretary-Treasurer in an amount the Board considers adequate. No Trustee may be appointed Secretary-Treasurer of the Board.
- 1.2 The Secretary-Treasurer is the corporate financial officer of the Board, responsible to the Board and the Ministry of Education and Child Care for financial statements, corporate records, minutes and procedural documents of the district. The Secretary-Treasurer attends all board meetings and officially endorses all corporate minutes, documents and financial transactions.
- 1.3 The School Act requires the Secretary-Treasurer to preside over the district's official records, including board minutes, all legal documentation and the budget. As such, the Secretary-Treasurer can be requested to report directly to the Minister of Education and Child Care.
- 1.4 The Secretary-Treasurer reports to the Superintendent except on matters relating to the role of corporate financial officer.