

## **THE ROLE OF THE SECRETARY / TREASURER**

The *Education Act R.S.Y. 2002 Chapter 61* provides direction for the role of the Secretary / Treasurer under sections 127 and 128: The contribution agreements between the Department of Education and the School Councils allows for funding for hiring a Secretary / Treasurer. There is no obligation on the part of a School Council to hire a Secretary / Treasurer; many have such a person already within the elected membership — the School Council will still receive the same funding.

### **THE EDUCATION ACT**

#### **s.127 Secretary / Treasurer**

- (1) Each School Board and each Council shall appoint a Secretary / Treasurer who shall perform those duties prescribed by the regulations.
- (2) Each School Board shall arrange for the bonding of the Secretary / Treasurer in an amount set by the Minister.
- (3) The Secretary / Treasurer or a School Board shall report to the director.

#### **s.128 Member as Secretary / Treasurer**

- (1) A person who is appointed Secretary / Treasurer of a School Board may not be a trustee for that School Board.
- (2) A person who is appointed Secretary / Treasurer of a Council may be a member of the Council in which the person is the Secretary / Treasurer.

### **REGULATIONS (as per regulation O.I.C. 1991/35)**

#### **Duties of the Secretary / Treasurer**

1. The Secretary / Treasurer of each School Council or School Board shall: a) maintain a full and accurate record of all proceedings (see Tab x Meetings and Records) and comply with all administrative procedures specified by the Council or School Board and by the Minister; b) maintain a full and accurate record of the financial transactions of the Council or School Board and comply with all accounting procedures established by the Council or School Board and by the Minister; and c) perform such administrative tasks as may be directed by the Council or School Board.

#### **RECORDS open to inspection**

2. The administrative and accounting records referred to in section 1 and all other books, vouchers and documents of the Council or School Board shall be open to inspection by the Minister or a designated officer and, in the case of a School Board, by an auditor appointed under section 293 of the Act.

The Secretary / Treasurer will:

- ensure notifications of special meetings are sent out or posted;
- record minutes of all meetings;
- keep an accurate and up-to-date record of the constitution and by-laws;
- prepare and maintain a copy of all correspondence or other documents as needed by the Council;
- ensure the safekeeping of all documents and financial records of the School Council;
- ensure all funds of the School Council are properly accounted for;
- disperse funds as authorized by the School Council; report on all receipts and disbursements at meetings; and prepare the financial records and books for annual audit.