

(SAMPLE) JOB DESCRIPTION SECRETARY/TREASURER

POSTION

School Council Secretary / Treasurer

AUTHORITY AND RESPONSIBILITY

Reporting to the School Council Chair, this person is responsible for providing administrative services for the Council.

RELEVANT SECTIONS OF *EDUCATION ACT R.S.Y. 2002, Chapter 61:*

Section 127 – Secretary / Treasurer Section 128 – Member as Secretary / Treasurer Section 293 – Appointment of Auditor

DUTIES

The Secretary / Treasurer provides administrative services to the Council by:

- Keeping copies of the School Council's policy statements (i.e. Terms of Reference, etc.).
- Keeping lists of members and subcommittees (if any).
- Notifying members and the public of meetings.
- Making sure there is quorum at meetings.
- Keeping records of School Council members' attendance at meetings.
- Keeping accurate minutes of meetings.
- Recording all motions, recommendations and decisions of meetings.
- Signing the School Council meeting minutes to attest to their accuracy.
- Recording all corrections to minutes.
- Keeping copies of minutes.
- Distributing copies of minutes to School Council members promptly after meetings.
- Keeping a record of all School Council correspondence.
- Keeping full and accurate accounts of all of the School Council's organizational receipts and disbursements.
- Receiving and banking all monies due to the School Council.
- Disbursing all monies as directed by the Council.
- Acting as a signing officer — upon a motion from the Council and with other designated members — for cheques and other documents.
- Giving regular reports to School Council on the financial state of the Council.
- Preparing with the Council, and monitoring the overall budget.
- Filing necessary financial reports and audits.
- Other duties as may be assigned by the Council.

TERM

The School Council hires the Secretary / Treasurer for a two-year term.

REMUNERATION

School Councils can establish the rate of pay for Secretary/Treasurers through the contribution agreement from the Department of Education (based on the current formula of \$2,500 annually for schools with less than 200 students and \$3,000 annually for schools with more than 200 students).

EVALUATION

The Secretary / Treasurer's performance is evaluated annually, based on the assigned duties.

(Secretary / Treasurer signature) (School Council Chair signature)