

The Public Schools Act requires the Board of Trustees to appoint a Secretary-Treasurer. In addition, this *Act* and *The Education Administration Act* stipulate the responsibilities of a Secretary-Treasurer.

As per direction of the Board of Trustees of Frontier School Division, the Secretary-Treasurer reports to the Chief Superintendent who, as the chief executive officer of the Division, reports directly to the Board of Trustees.

The Secretary-Treasurer is the chief financial officer of the Division. In addition to the legislative requirements of a secretary-treasurer, other responsibilities are noted in the approved position description available from the Human Resources Department.

Recruitment

The Chief Superintendent is responsible for the recruitment of the Secretary-Treasurer. The Chief Superintendent will consult with staff at all levels, school committees, and local government officials. This input will assist in identifying significant issues facing the Division and the desirable personal attributes for the position. The Chief Superintendent, with assistance from the Human Resources Department, will determine the process for seeking and compiling this input and establishing the recruitment timeline, interview process, selection team and employment contract. The Board of Trustees will designate trustee representatives who will have direct involvement in the selection process.

Credentials

The Secretary-Treasurer, as the chief financial officer of a large and complex school division, must be a role model for business and financial leadership. Consequently, the Secretary-Treasurer is required to hold an appropriate accounting designation plus an advanced credential, or to be in the process of obtaining such credentials with a completion date within two years.

Work Plan

Each year, the Secretary-Treasurer shall prepare a work plan for the current school year. This plan is to be based on the position description, recommendations from previous evaluations and significant issues facing the Division. The work plan will include a professional learning component appropriate to the needs of the Division. This plan shall be reviewed with and approved by the Chief Superintendent and the Board of Trustees and as appropriate, shared with other staff.

Evaluation

The basis for the evaluation of the Secretary-Treasurer is the position description which is approved by the Chief Superintendent with input from the Board of Trustees, and the objectives and strategic activities identified in the work plan. The Secretary-Treasurer shall be evaluated annually.

Adopted September 1, 2009		
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