

(SAMPLE) JOB DESCRIPTION FOR A CONTRACTED SECRETARY/TREASURER

POSITION

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 and ensuring that adopted minutes are sent to the School Council Liaison.

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 to the Department of Education.

Other duties as may be assigned by the Council.

TERM

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

REMUNERATION

School Council can establish the rate of pay for these services and pay for them from their Operating Funds. This should be re-visited at the start of each Term to ensure that all members are in agreement.

EVALUATION

The Chair & Council may add to adjust the duties of this position, as well, to evaluate the performance of the person contracted to do the job.

