



SD 42 POLICY: 3202

ROLE OF THE SECRETARY TREASURER

Under the [School Act](#), the Board of Education ("Board") is required to 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.

The Secretary Treasurer is the corporate financial officer of the Board of Education, 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.

The School Act requires the Secretary Treasurer to preside over the official records of the district, 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.

Reporting to the Superintendent of Schools except on matters relating to the role as corporate financial officer, the Secretary Treasurer is the chief business official and heads the school district's business division, which is responsible for finance, facilities and support services.

APPROVED: April 30, 2014

UPDATED: October 18, 2023

Legal References: Section 23 of the School Act, Section 7 of the School Regulation