

SAMPLE Job Description for Secretary Treasurer Position

Regular Monthly School Council Meetings

- Prior to each council meeting, ensure that all members have been provided with copies of the minutes from the previous month's meeting, an agenda and any other pertinent information that council members may require;
- The agenda is developed through standing issues, input with the council and further consultation with the chair;
- During the council meetings, take minutes, provide members with any new correspondence and answer questions as necessary;
- Following all school council meetings, prepare and circulate draft minutes for review by all council members and school administration. The minutes are provided to all council members and school administration for approval at the subsequent meeting;
- Once approved, a copy of the minutes are forwarded to the School Council Liaison at the Department of Education;
- Correspondence received is circulated among members in-between meetings;
- Provide regular financial updates and process honorarium cheques;
- Upon request from the Chair, prepare draft responses to any/all outgoing correspondence.

Special Meetings *(Note: This is discretionary and can be determined whether necessary by the Council)*

- Attend and take minutes at any special meetings called by council.

General Duties:

- Ensure that all filing is kept up to date.
- Ensure that the financial records are accurate and up to date.
- Present a written financial update at each meeting.
- Prepare honorarium cheques for members present at meetings.
- Prepare a Financial Statement and make application for the annual contribution grant.
- Work with School Council Liaison as necessary, contacting other Departmental officials such as the Superintendent as requested by the Chair.
- Organize the Annual General Meeting as per the Education Act.
- Other duties as assigned

The Secretary/Treasurer is expected to follow the same guidelines as School Council members in regards to conflict-of-interest and confidentiality provisions.

JOB EXPECTATIONS:

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

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, with other designated members, for cheques and other documents.

Giving regular reports to School Council on the financial state of the organization.

Preparing, with the Council, and monitoring the overall budget.

Filing necessary financial reports and audits.

Other duties as may be assigned by the Council.

Some possible questions for interviewing a potential Secretary for School Council:

1. WHAT EXPERIENCE DOES SHE/HE HAVE WITH:

- attending meetings (does not necessarily have to be School Council ones, although that would help greatly)?
- reviewing meeting minutes?
- note-taking at meetings and events?
- communicating by phone, email, snail mail?
- writing letters (initiating as well as creating drafts for review and approval by others)?
- assisting in the development of agendas?
- respecting the confidential nature of information when necessary and/or requested?

2. IS HE/SHE ABLE TO ATTEND EVENING MEETINGS? (AS WELL AS ANY OTHER TIME YOU MIGHT NEED HIM/HER)?

3. CAN SHE/HE PICK UP ANY COUNCIL MAIL AND ENSURE THAT MEMBERS RECEIVE COPIES IN TIME FOR REVIEW BEFORE THE MEETING FOR PROPER DISCUSSION?

4. THE SECRETARY NEEDS TO:

- ensure the notification of School Council members, the School Administration and the public of meetings;
- keep clear records of meetings, School Council policies;
- keep copies of all correspondence;
- incorporate any changes to minutes and ensure they are distributed as required;
- assist the Chair with the preparation of the Annual Report at the Annual General Meeting held in the fall of each year

ARE THERE ANY OF THESE TASKS THAT YOU ARE HESITANT ABOUT BEING ABLE TO DO?

5. DO YOU HAVE ACCESS TO A COMPUTER?