ROLE OF THE CORPORATE TREASURER

Background

Guided by the Division's vision, mission, belief statements and values, the Corporate Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

Procedures

The Corporate Treasurer is directly responsible and accountable to the Superintendent.

The Corporate Treasurer will have specific responsibilities as/for:

1. Faith Leadership
   - 1.1 Models involvement in, or demonstrates support for, a Catholic faith community.
   - 1.2 Promotes collaboration and communication between the schools, the parish and the diocese.
   - 1.3 Seeks to strengthen the Catholic schools' identity in the community and province.
2. Treasurer
   - 2.1 Ensures the accuracy of funding received by the Division.
   - 2.2 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
   - 2.3 Ensures the operation of the Division is fiscally responsible.
   - 2.4 Manages the purchasing function for the Division.
   - 2.5 Maintains appropriate inventory and appraisal records.
   - 2.6 Administers the Payroll program.
   - 2.7 Designs budget cycles which meet provincial requirements and provide for stakeholder input.
   - 2.8 Prepares the draft Division budget, aligned with the proposed Three–Year Education Plan, for the Superintendent's consideration.
   - 2.9 Ensures proper completion of contracts, agreements and partnerships with outside corporations and agencies.
   - 2.10 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
   - 2.11 Assists principals with preparation of budgets and the management of their financial affairs.

2.12 Within areas of responsibility, provides for legal and other opinions as required.

2.13 In collaboration with the Deputy Superintendent, provides support to the Board's negotiating committees.

2.14 Maintains all required personnel records.

2.15 Ensures appropriate insurance policies are in place.

2.16 Secures legal and other advice in matters of collective bargaining and labour relations.

3. Human Resources Management

3.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Deputy Superintendent.

3.2 Provides input to the Deputy Superintendent with regard to the recruitment and appointment of Financial Services staff.

3.3 Supports the professional development and certification requirements of Financial Services staff.

4. Fiscal Responsibility

4.1 Makes recommendations to the Superintendent regarding the administration component of the Division budget.

4.2 In collaboration with the Superintendent, develops an administration budget within the parameters and constraints of the Division budget.

4.3 In collaboration with the Superintendent, ensures the proper fiscal management of the administration budget.

4.4 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operation of programs within the Division.

4.5 Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.

5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.

5.3 Ensures the application of Board policy and administrative procedures as required in the performance of duties.

6. Organizational Management

6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.

6.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and

cohesive fashion.

7. Communications and Community Relations

   7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in her area of responsibility.

   7.2 Ensures staff, parents and students have a high level of satisfaction with the services provided and the responsiveness of the department.

8. Superintendent Relations

   8.1 Establishes and maintains positive, professional working relations with the Superintendent.

   8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.

   8.3 Provides the information which the Superintendent requires to perform her role in an exemplary fashion.

9. Leadership Practices

   9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works in carrying out the Superintendent's expectations.

   9.2 Exhibits a high level of personal, professional and organizational integrity.

References: Sections 60, 61, 96, 113, 116, 117 School Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Act
Occupational Health and Safety Act
Funding Manual for School Authorities