

**POLICY:**

The Secretary Treasurer is the chief financial officer (CFO) of the Board of Education School District No. 6 (Rocky Mountain) and is responsible for carrying out the Board of Education's objectives, administering its policies, and providing leadership in organizational and business operations in the School District.

The Secretary Treasurer is also responsible for ensuring compliance with the [School Act](#), [regulations](#) and related [ministerial orders](#).

**1. RESPONSIBILITIES**

As the chief financial officer and except as otherwise provided by law, the Secretary Treasurer:

- 1.1 Shall be the chief financial officer to the Board of Education.
- 1.2 Shall be responsible to the Superintendent of Schools for effective and efficient business operations.
- 1.3 Shall be the corporate secretary to the Board of Education including recording of board proceedings and provision of security as per [Section 23](#) of the *School Act*.
- 1.4 Shall comply with financial administration procedures prescribed by the Ministry of Education, the Ministry of Finance, and provincial and federal legislation.
- 1.5 Shall ensure a capital and site acquisition action plan is current.