



AP 5-201 – SECRETARY TREASURER

The Secretary–Treasurer is the Chief Financial Officer and secretary to the Board of Western School Division, reporting to the Superintendent of Schools. The Secretary-Treasurer is responsible for the general supervision of all school division financial and business matters.

The Secretary–Treasurer may delegate to other division personnel the exercise of any powers and the discharge of any duties imposed upon the Secretary-Treasurer by their employment contract or Superintendent of Schools. The delegation of power or duty shall not, however, relieve the Secretary–Treasurer of responsibility for the action taken under such delegation.

Reference:

Public Schools Act, Section 53