

## Administrative Procedure 473

### Human Resources

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# SECRETARY-TREASURER OR SECRETARY TO THE BOARD AND TREASURER TO THE BOARD QUALIFICATIONS

## PROCEDURES

1. The charter board will contract for the services of a secretary-treasurer or secretary to the board and treasurer to the board with:
  - 1.1 strong interpersonal relationship skills;
  - 1.2 professional skills; and
  - 1.3 knowledge suitable for the position.
2. The charter board prefers to contract a secretary-treasurer or secretary to the board and treasurer to the board with experience in school operations.
3. The charter board requires that the secretary-treasurer or secretary to the board and treasurer to the board be knowledgeable of and committed to the charter and work towards the achievement of the charter's objectives.
4. The secretary-treasurer or treasurer to the board must be bonded as required under the *Education Act*.

**Legal Reference:** *Education Act*

**Date of Adoption:** June 7, 1999

**Date of Revision:** December 5, 2003, October 6, 2016, October 9, 2019, July 8, 2023

**Due for Review:** July 8, 2026