

**POLICY CCA– Organizational Chart  
Exhibit F.1- Responsibilities of the Corporate Secretary  
Page 1 of 3**

---

**Position:** Corporate Secretary

**Reports to:** Superintendent

**Responsibilities:**

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Board of Trustees
  - a) Develop and maintain procedures and process that ensure that proceedings at Board Meetings comply legislation
  - b) Coordinate the Board of Trustee activities including preparing of agendas, minutes, correspondence, schedules, presentations, reports, delegations and any required follow up for Regular Board Meetings and for Committee Meetings and other meetings as required.
  - c) Complete obligations outlined in *School Act* assigned to Secretary of the Board (section 23(3), 64, 72, 76)
  - d) Policies
  - e) School Board Elections
3. Freedom of Information and Protection of Privacy (FOIP)
  - a) Serve as FOIP Coordinator for the School District
  - b) Develop and implement policies, guidelines and procedures and training to manage system compliance with the Act
4. Records and Information Management
  - a) Execute legal signing authority together with the Board Chairman and administer the Corporate Seal
  - b) Oversee the corporate records management program to ensure compliance with Records Management policy and that records are filed and disposed on in accordance with retention/disposition schedule
  - c) Maintain custody of corporate records (bylaws, minutes, contracts, etc.)
  - d) Provide advice and direction with respect to records management
5. Policies
  - a) Responsible for keeping Policy Handbook current
  - b) Draft policies and recommend amendments
  - c) Present recommendations to the Board
  - d) Inform stakeholder of new and revised policies.
6. Other duties as assigned from time to time by the Superintendent

**Skill Set/Dimension/Quotient as per Association of School Business Officials of Alberta Definition of Practice**

7. Administration
  - a) Organization and Administration

**POLICY CCA– Organizational Chart  
Exhibit F.1- Responsibilities of the Corporate Secretary  
Page 2 of 3**

---

- i) Motivate others, delegate, plan and allocate appropriate resources
    - ii) Problem solve, make decisions, adapt to change
    - iii) Collect, analyze and evaluate information
  - b) Public Policy and Intergovernmental Relations
    - i) Develop, interpret, evaluate and apply policy and roles of all relevant authorities
    - ii) Understand the role and influence of special interest groups
    - iii) Understand analyze the political and legislative process as it relates to local school board elections; municipal governments, provincial legislatures and other governmental jurisdictions
  - c) Legal Issues
    - i) Identify and apply constitutional rights
    - ii) Review, analyze and apply statutory authority relative to all aspects of the School Business Official
    - iii) Apply personal values clarification and ethical performances as related to the profession
8. Human Resource Management
- a) Professional Development
    - i) Identify and evaluate professional development needs
    - ii) Build and implement professional development, supervision and evaluation system
    - iii) Involve staff in determining their professional development needs
    - iv) Attends appropriate personal and professional development opportunities to contribute to personal and professional growth
  - b) Human Relations
    - i) Diagnose and maintain employee wellness and/or employee assistance programs
    - ii) Assist with recruitment, selection. Orientation, assignment, evaluation and termination of personal
    - iii) Identify and implement conflict resolution and team building procedures
    - iv) Recognize and promote standards of ethical behaviors and professional conduct
    - v) Stay current with management theory and leadership styles
9. Facility Management
- a) Planning and Construction
    - i) Member of the planning team to develop a long range facility plan
10. Property Acquisition Management
- a) Purchasing
    - i) Apply general accepted practices and procedures in the purchasing process
    - ii) Formulate bid requirements for specifications, advertisements, and selection

**POLICY CCA– Organizational Chart  
Exhibit F.1- Responsibilities of the Corporate Secretary  
Page 3 of 3**

---

11. Information Management

- a) Strategic Planning
  - i) Participate in the development of short and long term goals
  - ii) Assist with the development and communication of a vision of the preferred future
  - iii) Assist with the development, implementation, monitoring, reporting and evaluation of a strategic plan
- b) Communications
  - i) Comprehend, assist in the development of and apply communication strategies and techniques for the jurisdiction
  - ii) Understand the component of public information management and public relations
  - iii) Understand the major constituencies within the authority
  - iv) Develop and use appropriate presentation skills/strategies to present financial data as required to stakeholders.
- c) Management Information Systems
  - i) Direct or develop management information systems
  - ii) Apply current technology to the storage, security analysis and communication of data
  - iii) Evaluate the cost benefit of information in relation to organization value
  - iv) Develop a records management system that complies with legal requirement
  - v) Develop a data base that facilitates decision making
  - vi) Administer a computerized management system
  - vii) Assist and coordinate the gathering and reporting of information for statutory reports
  - viii) Maintain the historical record archive
  - ix) Assist with the development, evaluation, implementation and use of technology areas of responsibility
  - x) Direct or develop plans for internet use
  - xi) Assist with long range technology planning
  - xii) Promote and assist with technology training