

## EVALUATION OF THE SECRETARY-TREASURER

### A. PROCEDURES:

1. a) Prior to the regular Board meeting in April, the Superintendent/CEO will receive the Secretary Treasurer's prior composite, goals status report and a new evaluation form.
- b) The Superintendent/CEO will then complete the evaluation form prior to the May Board meeting, and will review the evaluation with the Secretary-Treasurer prior to the end of May. Through this discussion goals for the following year will be established.
2. The completed evaluation will become part of the Secretary-Treasurer's personnel file.

Click to view Policy



	3	2	1
7. Follows, when elections or bi-elections are held, the Local Authorities Election Act and the Public Schools Act.			
8. Submits reports as required to the Department of Education, Citizenship and Youth.	3	2	1
9. Participates as an active member of the Manitoba Association of School Board Officials.	3	2	1

Comments and Recommendations:

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Board Communication

1. Attends meetings as required.	3	2	1
2. Ensures the following are completed appropriately, timely and according to policy.			
i) Provide agendas and minutes for the following meetings:	3	2	1
a) Board			
b) Operation Committee			
c) Education Specific			
d) Special			
e) Budget			
ii) Reports on Division's matters that fall under the jurisdiction of this position.	3	2	1
3. a. Provide information promptly to the Board on topics relating to negotiation.	3	2	1
b. Provide information promptly to the Board relating to budget and planning.	3	2	1
4. Provides information or direction promptly to trustees related to policy, procedure and other points under the jurisdiction of this position.	3	2	1
5. Ensures the Board is informed of the correspondence.	3	2	1

Comments and Recommendations:

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Communication

- |    |   |  |   |   |   |
|----|---|--|---|---|---|
| 1. | Representing the division and relating to the financial aspects of the Division.  |  |   |   |   |
| a. | Attends meetings and conferences.   | 3  | 2 | 1 |   |
| b. | Liases with government officials, agencies and business.  | 3  | 2 | 1 |   |
| 2. | Ensures the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA) are followed in the Division. | 3  | 2 | 1 |   |
| 3. | a.  | Explains all policies under the Secretary-Treasurer's jurisdiction to staff. | 3 | 2 | 1 |
|    | b.  | Reviews policies with staff on a regular basis.                              | 3 | 2 | 1 |

Comments and Recommendations:

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Human Relations

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|----|---|---|---|---|
| 1. | Deals with the following with consideration and tact: |   |   |   |
| a. | Superintendent/CEO                                    | 3 | 2 | 1 |
| b. | Division Employees                                    | 3 | 2 | 1 |
| c. | Stakeholders  | 3 | 2 | 1 |
| 2. | Operates well within a CEO system                     | 3 | 2 | 1 |

General Comments and Recommendations:

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