

REGULATION #3204.1
SECRETARY-TREASURER POSITION DESCRIPTION
– CODE OF ETHICS & STANDARDS OF CONDUCT

The secretary-treasurer is committed to the highest standard of performance and subscribes to the following Code of Ethics and Standards of Conduct developed by the Association of School Business Officials (ASBO) International (slightly modified):

CODE OF ETHICS AND STATEMENTS OF STANDARDS

The secretary-treasurer's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical. The secretary-treasurer acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities for all. The secretary-treasurer assumes responsibility for providing professional leadership in the school district and community. This responsibility requires the secretary-treasurer to maintain standards of exemplary professional conduct. It must be recognized that the secretary-treasurer's actions will be viewed and appraised by the community, professional associates, parents and students.

To these ends, the secretary-treasurer subscribes to the following statements of standards:

1. Makes the well-being of students and staff the fundamental value in all decision making and actions.
2. Fulfills professional responsibilities with honest and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, provincial and federal laws and does not knowingly join or support organizations that advocate, directly or indirectly the overthrow of the government.
5. Implements the board's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honours all contracts until fulfillment or release.

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STANDARDS OF CONDUCT

In relationships within the school district it is expected that the secretary-treasurer will:

1. Support the goals and objectives of the school district.
2. Interpret the policies and practices of the district to staff, the community and parents, fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the school district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help staff achieve their maximum potential through fair and just treatment.

In the conduct of business and the discharge of responsibilities, the secretary-treasurer will:

1. Conduct business honestly, openly, and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.
9. Refrain from soliciting contributions from staff or outside sources for gifts or donations to a colleague.

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In relationships with colleagues in other districts and professional associations, it is expected that the secretary-treasurer will:

1. Support the actions of a colleague whenever possible, avoiding publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management, and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from “taking over” any association.
5. Refrain from using any organization or position of leadership in it for personal gain.

Revised: 2011-05-19

Approved: 1999-07-08