

**POLICY #3350**  
**ASSISTANT SECRETARY-TREASURER – POSITION DESCRIPTION**

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Immediate Supervisor: Secretary-Treasurer

The assistant secretary-treasurer is responsible for functions and departments in the business administration division of the School District No. 36 (Surrey), as delegated by the secretary-treasurer.

When the secretary-treasurer is officially absent from duty and the assistant secretary-treasurer is officially designated as the acting secretary-treasurer, the assistant secretary-treasurer shall assume the responsibilities and authority of the secretary-treasurer.

*Revised:* 2011-05-19

*Revised:* 1999-07-08

*Approved:* 1982-06-07