

South Bruce Ontario Provincial Police Detachment Board

Policy No.: SBOPDB-03

Policy Title: Secretary-Treasurer – Hiring, Job Description and Performance Review Policy

Adopted Date:

Revision Date:

1. Purpose

This Policy provides guidelines to Board Members governing the Board's hire of the Secretary-Treasurer.

2. Scope

This policy applies to all Board Members and Municipal Staff, associated with the South Bruce Ontario Provincial Police Detachment Board.

3. Definitions

Board is defined as the South Bruce Ontario Provincial Police Detachment Board.

Board Chair is defined as the representative appointed by the Board as the Board Chair.

4. Responsibility

- 4.1 The Job Description for the Secretary-Treasurer shall be as per Schedule "A" of this policy.
- 4.2 The process governing the Board's hire of the Secretary-Treasurer shall, unless otherwise determined appropriate by the Board in specific circumstances, include a public job solicitation and qualified candidate vetting, selection and interviews, and Offer of Employment Letter accomplished with the assistance of the Municipality of Kincardine Human Resources Department.
- 4.3 The Board shall establish an ad hoc committee of the Chair and at least 1 Board member to participate in the process described above in paragraph 4.1 and report back in closed session to the Board with recommendations.
- 4.4 Following receipt of the report described above in paragraph 4.2, the Board shall decide on next steps, including extending an offer of

employment to a successful candidate based on a current job description communicated to such candidate.

- 4.5 The Board shall review the performance of the Executive Assistant annually at the first in-camera meeting of each year. Performance assessments shall be documented.

5. Related Documents/Legislation

- Community Safety and Policing Act, 2019 S.O. 2019, Chapter 1, Schedule 1
- O.Reg. 409/23: Code of Conduct for O.P.P. Detachment Board Members

Schedule “A”

Job Description

Job Title: Secretary-Treasurer – Part-time

Reports To: Chair, South Bruce OPP Detachment Board

Job Description Date:

Job Purpose:

Provide confidential, high-quality administrative and treasury services. This role acts as a key resource and liaison between the Board and its stakeholders, supporting the Board's vision and operations with professionalism and efficiency.

Duties and Responsibilities:

Board/Committee Meetings

- Prepare and distribute agendas and minutes for Board and committee meetings
- Attend regular Board meetings and special meetings, as necessary
- Prepare and present the annual budget, including quarterly financial updates
- Develop policies and procedures in alignment with Board governance
- Provide regular financial reporting and monitor budget adherence
- Schedule and coordinate meetings, including venue arrangements, conference planning, and training sessions
- Complete required correspondence, maintain records, and ensure compliance with applicable legislation and Board policies
- Coordinates maintenance of the Board webpage, creating and updating information, as necessary.

Confidential Information:

This position has access to highly sensitive and confidential information, including information related to closed meetings of the Board.

Position Requirements:

- Post-secondary education in business, office administration or a related field
- Minimum 5 years of administrative experience directly supporting an executive-level board or oversight body
- Minimum 3 years of municipal or public sector experience in budgeting, financial operations, and reporting would be considered an asset
- Strong organizational, analytical, attention to detail, and communication skills

- Strong time management skills with the ability to manage multiple priorities
- Thorough understanding of relevant legislation, including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act, and Accessibility for Ontarians with Disabilities Act (AODA)
- Proficiency in Microsoft Office Suite applications (Word, Excel, PowerPoint) and familiarity with social media platforms
- Availability to attend meetings, conferences, and training events as required

Job Locations:

Meetings

[In-person meetings TBD]

Meetings may also occur electronically.

General Office Environment

Regular Board meetings are generally scheduled every quarter. Special meetings of the Board and Committee meetings may be held from time to time as determined by the Chair/Board.

Work schedule is generally flexible.

Compensation:

- Part-time, Contract position.
- \$30.00 per hour - potential for adjustment based on the successful candidate's experience and qualifications.
- 100 Hours per Year - Weekly hours may fluctuate based on workload
- Position allows for flexible hours and work location - Travel will be required for meetings and training.