



LEADERSHIP OPPORTUNITY – SECRETARY TREASURER/CFO



THE SCHOOL DISTRICT

We are privileged to work and learn within S'ólh Téméxw, the traditional territory of the Stó:lō people and the unceded traditional territory of the Pilalt, Ts'elxwéyeqw and Sema:th.

Our vision statement, *Syós:ys lets'e th'ále, lets'emó:t ~One heart, one mind, working together for a common purpose~* describes our shared commitment to creating a culture of mutual respect.

THE POSITION

Chilliwack School District is a growing district located in BC's beautiful Fraser Valley. The district enrolls approximately 14,000 students and employs over 1,800 staff. An annual budget of \$184,565,102 and a robust capital plan, with three major projects under construction, demands a strong sense of accountability for the utilization of resources.

The Secretary Treasurer/CFO is an integral member of a dynamic senior leadership team, with responsibility for the financial, legal, facilities, transportation and business operations of the district. In addition, the position serves as the corporate secretary to the Board of Education, supporting the Board with all aspects of their governance functions. Working with the Superintendent, the Secretary Treasurer is integral to the implementation and resourcing of the Strategic Plan.

The district enjoys a positive workplace culture and requires from this position a leadership style founded on character leadership and the ability to influence change based on expertise and trust.

In all areas, the Secretary Treasurer will facilitate meaningful engagement of partners, creating consensus with diverse individuals and groups. There is an expectation that opportunities to celebrate and nurture strong connections within the district, with rights holders and in the community, will be a focus of the position. A commitment to building relationships is expected.

CHILLIWACK



Offering a small-town feel with big-city facilities, Chilliwack is a much sought-after place to call home.

Please take the time to learn more about ['Life in Chilliwack'](#)

THE CANDIDATE

The Board is seeking a skilled leader with business and financial acumen. The ability to appreciate and understand educational priorities and align financial planning with those priorities is required.

The successful candidate will possess:

- A professional accounting designation (CPA)
- A minimum of five to seven years' progressive experience in senior finance and business operations roles, preferably in education or the public sector
- Knowledge, experience, and skills to support the Board's governance functions, including guidance on parliamentary rules and procedures and advocacy efforts
- An understanding and respect for Indigenous cultures—with a commitment to learn about local context
- Demonstrated commitment to Truth and Reconciliation and an appreciation of working in a culturally sensitive environment
- Proven ability to work collaboratively
- Superior interpersonal and conflict resolution skills
- Highly developed written and oral communication skills; communicating information in a timely and transparent manner
- Demonstrated ability to share financial information in a clear manner that supports shared understandings and effective decision making
- A strong record of success in treating others with respect, compassion, and sensitivity – a listening leader
- Decisiveness, courage, and resiliency – persevering towards accomplishing goals in the face of challenges
- A strong record of engaging in meaningful consultation and shared decision-making
- Exceptional organizational and time management skills necessary for responding to complex responsibilities
- Experienced in compliance with the Freedom of Information and Protection of Privacy Act

Details regarding application processes and requirements are outlined below:



KEY RECRUITMENT DATES

We are working with scheduled timelines outlined below.

- Applications close at 3:00 pm PDT on September 27, 2022.
- Candidates will be notified by **October 6, 2022** of their status.
- Interviews are scheduled, over a two day period, with preliminary interview activities taking place during the day of **October 12, 2022**.
- Final interviews will take place during the day of **October 13, 2022**.
- It is anticipated that the successful candidate will assume the position no later than **January 1, 2023**, with the opportunity to participate in transition activities beginning in November, and specifically November 24/25 with a trustee orientation. Details to be finalized at the time of appointment.

APPLICATION PACKAGE REQUIREMENTS

Cover Letter

Please submit a cover letter describing your particular interest in the position, current role and key responsibilities you have had related to the position of Secretary Treasurer/CFO.

Resume

A complete and current resume must be provided, clearly describing:

- all relevant education;
- all job and leadership experiences related to the role;
- provincial and/or community involvement/committees; and
- any awards or certificates of recognition.

Supporting Documentation

Letters of reference are not required, please submit reference contacts as described below.

References To Be Contacted

It is anticipated that references will be contacted commencing September 23rd, including weekends. Please provide information with that in mind. Professional references, with contact emails and two phone numbers (office or home or cell), are to include one from each of the specific references described below:



| Specific Reference | Public Education Example | Other Sector Equivalent |
|-------------------------------|---|--------------------------------|
| Governance | Trustee, Board of Education | Director, Municipal Councillor |
| CEO | Superintendent of Schools | Head of Company or Entity |
| Direct Report | Assistant Secretary-Treasurer | Director of Finance |
| Colleague Managers | Assistant Superintendent, Director of Instruction | Senior Manager |
| Union Officers | Both Teachers' Association and CUPE Presidents | Union President |
| School or Department Managers | Principal | Department Managers |

CLOSING DATE

Please note that applications through the Apply Online feature at Make A Future will not be accepted. All documentation is to be **submitted in a single PDF** and completed applications are to be captioned as Secretary Treasurer/CFO and emailed by **3:00 PM PDT, September 27, 2022** to:

Rohan Arul-pragasam
Superintendent of Schools
School District 33 (Chilliwack)
Email: rohan_arul@sd33.bc.ca

INQUIRIES

Inquiries can be directed to the Superintendent, or to our search advisors:

Joan Axford
Joanaaxford@gmail.com
250-415-2540

or

Anne Cooper
azcooper@mac.com
250-814-4807