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OPPORTUNITY PROFILE SECRETARY-TREASURER





the right **people**

GREATER VICTORIA SCHOOL DISTRICT | SECRETARY-TREASURER

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THE ORGANIZATION GREATER VICTORIA SCHOOL DISTRICT

The Greater Victoria School District No. 61 (“GVSD”) is located in the capital city of British Columbia and covers the municipalities of Esquimalt, Oak Bay, Victoria, View Royal, and a portion of Saanich and Highlands.

The GVSD is proud to provide quality education for 20,000 students in 27 elementary schools (Kindergarten to Grade Five), 10 middle schools (grades six to eight), and seven secondary schools (grades nine to 12). More than 1,000 International Students from across the globe attend schools in the GVSD, and each year, over 650 adult learners register in the Continuing Education Program. The District also offers a variety of Programs of Choice and three Elementary Schools of Choice.

The GVSD is committed to working with parents and the community to ensure success for each of its students. It is a diverse organization that values inclusion and aims to provide enriching learning experiences for all. The District strongly believes that each student should have the opportunity to reach their greatest potential within a responsive and safe environment.

GVSD Mission: We nurture each student’s learning and well-being in a safe, responsive, and inclusive learning community.

GVSD Vision: Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations.

To learn more, please visit the GVSD’s [website](#).

THE OPPORTUNITY

SECRETARY-TREASURER

The Secretary-Treasurer, as the Chief Financial Officer for the GVSD, is accountable to the Superintendent for the financial, legal, and general business activities of the Board at all levels of the system. The Secretary-Treasurer, through sound financial planning and management, ensures that there is fiscal responsibility and accountability in all levels of the school system.

As a member of the District leadership team, the major responsibilities of the Secretary-Treasurer's office includes overseeing the Financial Services, Purchasing Services, and Facilities Services Departments; providing budget and financial advice; fulfilling the responsibilities of the *School Act*; dealing with insurance matters; recording and maintaining minutes of the Board; and coordinating and distributing Board correspondence.

With an array of legacy projects in motions, this is an outstanding opportunity for a progressive finance and operations leader to make an impact in one of BC's leading districts, driving innovation and transformation.



Specific Responsibilities

Financial Planning

- Ensures that the processes for the preparation of the operating budget and other financial planning activities are consistent with Board goals/directions, and legal and policy direction established by government;
- Oversees the District's financial reporting requirements and ensures the annual financial statements are prepared in accordance with Ministry requirements;
- Ensures that the Board has an accounting and financial control system that is in compliance with Ministry directions; and
- Directs and approves capital funding and seismic requests to the Ministry, in conjunction with the Board and GVSD senior staff.



Legal Operations

- Ensures compliance with requirements imposed by the *School Act* and other legislation regarding financial, Trustee, and Board-related matters;
- Ensures that the Board acts in a manner that complies with the law;
- Provides legal assistance to other departments upon request, and intervenes when there is a possible contravention of the law;
- Approves legal contracts, except for those delegated to others (i.e. purchase orders);
- Prepares contracts on various matters (except where delegated to other persons or departments), seeks regulatory approvals, and acts otherwise in a legal capacity, employing legal counsel as required;
- Ensures that legal actions against and on behalf of the Board are defended;
- Participates in labour negotiations; and
- Conducts Stage three grievance hearings with respect to CUPE unions; ensures the Board is properly represented at arbitration hearings; negotiates settlements (where applicable).

Relationship with the Board

- Responsible for assisting the Board in conducting its affairs effectively and efficiently;
- Anticipates financial, legal and other matters, and advises the Board on action that may be required to deal with these, and provides regular updates as matters progress;
- Coordinates/prepares information required by Trustees; serves as Parliamentarian; oversees Board meeting governance procedures using Robert's Rules of Order;
- Maintains minutes of meetings;
- Takes action necessary to implement Board directions; plans, with the Executive Assistant to the Secretary-Treasurer, Superintendent, Vice-Chair and Chairperson, the agenda and conduct of Board meetings; and
- Responsible for Trustee elections and referenda (if they are required); provides all possible support to Board and Administration regarding department responsibilities or where individual skills and experience are of use.



Business Operations

- Gives general direction to the business functions;
- Maintains a cash management and investment program;
- Ensures the international education program delivers value to the District;
- Ensures seismic upgrades are properly prioritized and managed;
- Directs District insurance program; and
- Negotiates major leases, land, and other financial transactions.

Reporting Relationships

- Reports to the Superintendent & CEO

Directly Manages

- Associate Secretary-Treasurer
- Director of Purchasing Services
- Director of Facilities Services

Key Relationships

- Board of Education
- Board and Committee Chairpersons
- District Leadership
- Team Principals and Vice-Principals
- Ministry of Education
- Municipalities
- CUPE and DPAC
- General Public

THE PERSON

The Secretary-Treasurer should be a refined leader who is well experienced with the complexities of large, public-sector organizations. Possessing an inclusive and collaborative leadership style, they build engagement by creating a true team environment, leveraging the considerable expertise and strengths that exist within the organization. The Secretary-Treasurer is decisive, and possesses policy, systems, and planning expertise to assist GVSD with complex decision-making, as well as guiding staff through challenging initiatives.



Required Qualifications

The ideal candidate will meet the following qualifications and experience requirements:

- A professional accounting designation (CPA), coupled with extensive, successful, public sector financial management;
- Senior level leadership and financial management experience in a school district or similar public sector organization is preferred;
- Expertise in the following is preferred: labour relations, information technology, computerized financial administration systems, building staff capacity, leading diverse teams, and excellent analytical skills;
- Proven ability to build positive relationships with Board of Education, community, and union partners;
- Exemplary interpersonal and people development skills at the individual and group level;
- Experience in media relations, public speaking and conflict resolution;
- Sound personnel management with a high level of integrity and a strong work ethic; and
- Fluency with Robert's Rules of Order.



Competencies and Personal Characteristics

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in an organizational manner.

Strategic – Develops/implements a plan in support of organizational strategic and financial direction. Demonstrates an understanding of the link between job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs/processes.

Effective Working Relationships – Treats colleagues, staff, Board of Education, students, and the public with respect; resolves conflicts respectfully and in a timely manner; negotiates effectively; provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well; is able to communicate complex information in an understandable manner.

Financial Competence – Experienced with capital and operating budget development and management; ability to manage the financial performance of a department or program; experienced overseeing expenditures within budgets and taking corrective action if required.

Student Focused – Anticipates, responds, and attends to the needs of students; keeps student interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

Associate or Partner

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