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OPPORTUNITY PROFILE SECRETARY TREASURER



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

the right people

COMOX VALLEY SCHOOLS | SECRETARY TREASURER

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THE ORGANIZATION

COMOX VALLEY SCHOOLS

Comox Valley School District ("CVS" or "the District") is an inclusive learning community located on the east coast of Vancouver Island, within the traditional territory of the K'ómoks First Nation, The Pentlatch, E'ik'wsən, Sahtloot, and Sasitla. Serving the communities of Courtenay, Comox, Cumberland, Denman Island and Hornby Island, the District is renowned for its vibrant arts scene, diverse cultural programs and abundant outdoor recreation opportunities. The Comox Valley is a desirable place to live with great ocean beaches, golf, skiing, hiking, swimming and boating.

CVS is a progressive school district dedicated to developing responsible, engaged, compassionate and resilient lifelong learners. CVS embraces diversity, relationships, and empowers all learners to have a positive impact on the world. CVS partners closely with local Indigenous communities, as outlined in the [Local Education Agreement](#) with K'ómoks First Nation. The District is the second largest employer in the Comox Valley with over 1,900 employees and provides a comprehensive educational program to approximately 10,500 in 14 elementary schools, 1 middle school, 1 K-9 school, 3 secondary schools, 2 alternate schools, and a provincial on-line learning school. The annual operating budget is approximately \$170 million.

For further information, please see Comox Valley School District's [website](#).

THE OPPORTUNITY

SECRETARY TREASURER

The Secretary Treasurer ("ST"), as the Chief Financial Officer, is accountable to the Superintendent for the financial, legal, and general business activities of the Board at all levels of the system, and bears primary responsibility for oversight of the finance, facilities, and information technology teams. The ST, through sound financial planning and management, ensures the fiscal responsibility and accountability in the District, and is expected to affect these goals while fostering positive and effective working relationships within the District and with First Nations, local government, the Indigenous Education Council, educational partners, and community organizations.

The ST also serves as the Corporate Secretary to the Board of Education, and is responsible for ensuring the minutes of the Board are recorded and maintained, its correspondence distributed, and for supporting the Board in delivering their governance mandate including policy development and the strategic plan accountability framework.



CVS is seeking a skilled financial leader and creative problem solver with a transparent, responsive, and collaborative leadership style. They should be passionate about public education, putting learners at the centre of decision-making. The ST ensures that business operations support effective education services for students and contribute to the achievement of the District's strategic goals. The successful candidate will be innovative and possess policy, systems, and planning expertise to assist the Comox Valley Board of Education with complex decision-making in a maturing and diverse environment.

This is an outstanding opportunity to join a cohesive and aligned leadership team as it pursues system-wide transformation, focusing on transparency, collaboration, flexibility, and stability. Putting students at the centre of decision-making, the ST will build structures and processes that enable equity and openness. Desire to partner meaningfully with Rights Holders to ensure CSV supports Indigenous learners and families is a must.

Key Responsibilities

Board Relations

- 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 Board Policy and Robert's Rules of Order;
- 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 required); provides all possible support to Board and Administration regarding department responsibilities or where individual skills and experience are of use.



Financial Planning

- Ensures that 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; facilitates and coordinates directives and queries stemming from government; and
- Directs capital funding requests to the Ministry, in conjunction with the Board and senior staff.

Legal Operations and Risk Management

- Ensures compliance with requirements imposed by the *School Act* and other legislation regarding financial, Trustee, and Board-related matters;
- 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;
- Serves as the primary point of contact of the Schools Protection Program.



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 and capital projects are properly prioritized and managed;
- Directs District insurance program; and
- Negotiates major leases, land, and other financial transactions.

Reporting Relationships

- Reports to the Superintendent

Directly Manages

- Assistant Secretary-Treasurer
- Director of Information Technology
- Director of Operations

THE PERSON

The ST is a collaborative and strategic executive who combines exceptional financial technical expertise with strong interpersonal and leadership skills. They are recognized for their integrity, sound judgment, and commitment to public accountability, and bring the ability to communicate complex financial information clearly to diverse audiences. They should be well versed in leading within a multi-union context, with strong HR and LR skills, as well as the ability mentor and collaborate across the district with an array of partner groups.

The ST is an engaging leader who builds trust across the organization, develops high-performing teams, and thrives in collaborative environments. They possess the confidence to advise senior leadership and elected Trustees, while remaining approachable, responsive, and solutions oriented. The successful candidate is committed to continuous improvement, embraces innovation, and understands the important role that sound financial leadership plays in supporting educational excellence and student success.



Qualifications

- Post-Secondary degree in business, finance, or a related field, a Chartered Professional Accountant designation (CPA) is preferred;
- Ten+ years recent, related progressive management experience in finance, preferably within the BC public sector; experience within the K-12 education sector is an asset;
- Proven ability to work effectively and positively impact the work culture as a member of a senior leadership team;



- Strong leadership and human resource expertise; experience leading in a unionized context;
- Demonstrated expertise and effectiveness in the provision of financial, strategic and governance support to an elected or appointed Board of Governors;
- Experience overseeing facilities, maintenance, capital planning and improvements and IT;
- Demonstrated effective change management practices and implementation;
- Expertise in implementing and maintaining financial systems and associated processes and procedures;
- Exceptional communicator recognized for an ability to transparently and clearly communicate financial information and concepts which may be of significant complexity;
- Sound decision making skills, judgement, comprehensive planning and reliable implementation;
- Demonstrated success in team building, and rightsholder and educational partner engagement;
- Leadership of major capital projects, completed on schedule, within budget and with positive outcome;
- Proficiency with software applications, particularly in the area of finance; and
- Knowledge of financial and operational systems that support learning in BC school districts is an asset.



Competencies and Personal Characteristics

Leadership – Achieves organizational results by encouraging the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and clear goals.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

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

Effective Working Relationships – Treats colleagues, partner groups, and Rights Holders with respect; resolves conflicts, negotiates effectively, and provides effective feedback to colleagues and employees.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build collaborative relationships with colleagues, partner groups, and Rights Holders.

Reconciliation – Deep commitment to Truth and Reconciliation through courageous leadership, meaningful engagement, and actions that support equity, inclusion, and systemic change.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs new e programs / processes.

Communication – Clearly presents information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters development of others through coaching and mentoring; has a desire to develop others and help them succeed; recognizes deserving staff and colleagues.

Student and Partner Group Focused – Attends to the needs of internal and external partners of the organization; keeps student interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. The salary range is \$197,351 – \$219, 279. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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