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NANAIMO LADYSMITH
PUBLIC SCHOOLS

Success for All

OPPORTUNITY PROFILE SECRETARY-TREASURER



**NANAIMO
LADYSMITH**
PUBLIC
SCHOOLS



the right **people**

NANAIMO LADYSMITH PUBLIC SCHOOLS | SECRETARY-TREASURER

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THE ORGANIZATION NANAIMO LADYSMITH PUBLIC SCHOOLS

Nanaimo Ladysmith Public Schools (NLPS) resides within the traditional territories of the Snuneymuxw, Snaw-Naw-As and Stz'uminus First Nations. In addition, the district is a proud community partner with the Tillicum Lelum Aboriginal Friendship Centre and the Mid Island Métis Nation. NLPS is proud to provide a full range of programs from Kindergarten to Grade 12, in addition to programs for preschoolers and adult learners.

Consisting of 28 elementary schools (K-7), six secondary schools (Grades 8 to 12), one Distributed Learning School – Island ConnectED (K-12), and a Secondary Learning Alternatives School, NLPS is dedicated to creating a safe, caring and healthy learning and working environment that is inclusive of the diversity of their entire learning community. Indigenous partnerships continue to be a top priority for the school district, along with a strong focus on truth and reconciliation. Embedded in NLPS's reconciliation framework is the directive to provide ongoing and meaningful learning opportunities for all students, staff and community groups, as well as continuous improvement of instruction and assessment to reflect traditional learning practices and provide an opportunity for strong revitalization of language and culture for both Indigenous and non-Indigenous students.

NLPS is committed to working with parents and the community to ensure success for each of its students, and values inclusion and aims to provide an enriching learning experiences for all. The District strongly believes that each student should have the opportunity to reach their greatest potential within a responsive, safe environment, and employs best practice instructional strategies based on a student-centered approach to leadership.

To learn more, please visit the NLPS's [website](#).

The Secretary-Treasurer, as the Chief Financial Officer for NLPS, 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's senior leadership team, the major responsibilities of the Secretary-Treasurer include 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 projects in motion and an exciting [strategic plan](#), this is an outstanding opportunity for a progressive finance leader to facilitate innovation and transformation of one of BC's leading districts, .



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; facilitates and coordinates directives and queries stemming from government; and
- Directs and approves capital funding and seismic requests to the Ministry, in conjunction with the Board and NLPS 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;
- 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;
- Serves as the primary point of contact of the Schools Protection Program;
- Participates in labour negotiations; and
- Ensures the Board is properly represented at labour hearings and appeals;

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 Board Policy and 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 Information Technology
- Executive Director of Planning and Facilities

Key Relationships

- Board of Education
- Board and Committee Chairpersons
- District Leadership
- Team Principals and Vice-Principals
- Ministry of Education
- Municipalities
- Partner Groups
- 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 transparent 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 NLPS 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 university degree in a relevant discipline and a professional accounting designation (CPA);
- Senior level leadership and deep financial management experience in a school district or similar public sector organization;
- Proven ability to build and lead diverse, high performing teams; displays courageous leadership and drives accountability throughout the organization;
- Fluency with information technology, computerized financial systems, and excellent analytical skills;
- Proven ability to build positive relationships with the Board of Education, community, government officials, Indigenous partners, and stakeholder groups;
- Exemplary interpersonal and people development skills at the individual and group level;
- Experience in media relations, communication and public speaking, and conflict resolution; 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 and questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting edge programs/processes.

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

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

Financial Competence – Experienced with capital and operating budget development and management; has the 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 of all decision-making.



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:

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