



LEADERSHIP OPPORTUNITY

SECRETARY TREASURER

THE SCHOOL DISTRICT

The Boundary Board of Education is seeking an accomplished leader to serve as Secretary Treasurer effective March 1, 2026, or a mutually agreeable date.

Nestled between the Okanagan Valley and the West Kootenays, the district lies on the unceded traditional territory of the Interior Salish people.

The Board of seven trustees demonstrates effective governance and sound decision-making. The annual budget is 26 million dollars.

A deep sense of pride exists throughout the district in the communities of Big White, Beaverdell, Rock Creek, Midway, Greenwood, Grand Forks and Christina Lake. Caring staff are genuinely committed to students in six elementary schools, two secondary schools, one K-9 school and one alternate education setting.

The enrolment, currently 1,275 students, has been stable over the past 10 years, and a key focus for the District has been to keep small rural schools open with a full range of programs and services. The District was a leader in moving successfully to a four-day instructional week to address budgetary concerns in the early 2000's.

THE LOCATION

In a picturesque region of BC's southern interior, the Boundary offers a rural lifestyle blending small-town charm, deep connections and abundant recreational opportunities.

The district office is situated in the beautiful community of Grand Forks, known for its welcoming atmosphere, affordable housing, and close-knit community spirit.



THE POSITION

The Secretary Treasurer is responsible for the financial, legal, operations and corporate responsibilities of the District. Departments within the team include: accounting; human resources; payroll; maintenance, grounds, custodial services; transportation and information technology.

The salary range for the position is \$181,264-\$197,026.

SEARCH TIMELINES

- 📅 Applications close at 3:00 pm on December 18, 2025.
- 📅 Candidates will be notified by January 9, 2026, regarding their status.
- 📅 Interviews are scheduled on January 22, 2026. For planning purposes, candidates will be in Grand Forks the evening of January 21, 2026.
- 📅 It is hoped that the successful candidate will assume the position March 1, 2026. Transition activities to occur in February. All details to be finalized at the time of appointment, and dependent on the successful candidate's circumstances.

THE CANDIDATE

The Board is seeking a leader who will lead with an appreciation of relationships. The Secretary Treasurer must have a broad background to provide leadership to the staff. The successful candidate will possess:

- A professional accounting designation (CPA or equivalent)
- At least five years progressive management level experience in finance and business operations; experience in the sector is desired
- Proven success working effectively in a senior leadership capacity
- Knowledge, experience and skills to support the Board's corporate governance
- A record of treating people with respect, empathy, fairness and compassion
- Success leading in a unionized environment, respecting collective agreements and sustaining positive labour relations
- Success developing strong finance and operations teams, building capacity and delegating effectively
- Skill in providing proactive, open and clear communication
- Background in a variety of human resources and health and safety matters
- Strong organizational skills; ability to schedule effectively, exhibit superior time management skills, and manage multiple tasks and projects effectively

APPLICATION PACKAGE REQUIREMENTS

Cover Letter: Please submit a cover letter describing your particular interest in the position, your current role, and the key responsibilities you have related to the position.

Résumé: Please provide a comprehensive résumé, highlighting all relevant education, experiences and school and district leadership roles.

References: Please submit, where possible, on a single page, contact emails and two phone numbers (office, home or cell) of one referee from each of:

Specific Reference	Public Education	Other Sector Equivalent
Governance	Trustee	Director or Municipal Counsellor
CEO	Superintendent	Head of Company or CAO
Direct Report	Assistant ST, Director of Finance	Director of Finance
Employee Union	CUPE or other union President	Union President
School Administrator	Principal	Department Managers

Letters of reference are not required.

APPLICATION SUBMISSION

Completed applications, in a single PDF package, are to be captioned “Secretary Treasurer Search” and emailed to stsearch@sd51.bc.ca by **3:00 pm PST on December 18, 2025**.

Please note that applications made through the Apply Online feature at Make a Future will not be accepted.

QUESTIONS AND INQUIRIES

Questions and inquiries regarding this opportunity can be directed to our search advisor,
Anne Cooper:

email: azcooper@mac.com

phone: 250-814-4807

OR

Anna Lautard, Superintendent

Email: anna.lautard@sd51.bc.ca

phone: 250-442-8258