



Secretary Treasurer – CFO Search TIMELINES AND APPLICATION REQUIREMENTS

Recruitment Timelines

- ⇒ Applications close at **3:00 pm** on **June 4, 2021**.
- ⇒ Candidates will be notified no later than **June 17, 2021** of their status.
- ⇒ Interviews are scheduled, over a two day period, during **June 21 - 22, 2021**.
- ⇒ It is anticipated that the successful candidate will assume the position **August 1, 2021**. Details to be finalized at the time of appointment.

Application Package Requirements

ALL DOCUMENTATION IS TO BE SUBMITTED IN A SINGLE PDF

COVER LETTER

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

RESUME

A complete and up to date 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 but will certainly be considered.

REFERENCES TO BE CONTACTED

A one-page list with contact emails and two phone numbers (office or home and cell) of professional references, including one from each of the following:

- ⇒ Trustee or equivalent
- ⇒ Superintendent or CEO
- ⇒ Secretary Treasurer or CFO (for candidates not in the role)
- ⇒ District Indigenous Education Committee Representative
- ⇒ Principals' Association or Manager
- ⇒ Teachers' Association
- ⇒ CUPE Executive
- ⇒ District Office Colleague/ Ministry of Education/ Government

APPLICATIONS

Please note that faxed resumes or applications through the Apply Online feature at Make A Future will not be accepted. **All documentation is to be submitted in a single pdf.**

Completed applications are to be captioned as Secretary Treasurer – CFO Search and emailed to: stsearch@sd78.bc.ca by **3:00 pm June 4, 2021**.

***"Everyone Pulling Together to Improve the Achievement
of All Learners"***