



**Pacem School**

*Celebrating Curiosity - Igniting Passions*

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802-223-1010 [www.pacemschool.org](http://www.pacemschool.org)

## **Volunteer Job Posting: Board Member, Treasurer Pacem School, Montpelier, Vermont**

Are you passionate about education, collaborative governance, and supporting the growth of young learners? Pacem School is an intellectually inspiring, joyful, and inclusive learning community. We are a state-approved, full-time independent 6th - 12th grade school in Montpelier, Vermont, and we offer classes, extracurricular activities, and educational support to homeschoolers age 10 -18. Our school values community engagement, student-centered learning, and operates using a **sociocratic governance model**, ensuring shared leadership and collaborative decision-making.

### **Our Mission**

- to provide a vibrant and supportive educational community where all students are known and valued and learn the tools to solve problems peacefully and collaboratively.
- to guide and support students to be the primary architects of their own educations and to pursue their individual intellectual and creative passions.
- to offer small academically challenging classes, a flexible stimulating curriculum, and inspired teachers who celebrate curiosity and creativity and challenge all students to reach their fullest potential.
- to help children and teens grow into caring, responsible, and confident young adults who can make a difference in their communities and have the skills and awareness needed to create a more cooperative, just, and sustainable world.

For more information, please read our [school profile](#).

### **Position Overview**

The Board Treasurer will work closely with fellow board members, staff, and the school's director to support the school's mission and long-term vision, with particular attention paid to the school's finances and financial health. This is a **volunteer position**, ideal for someone who values education, innovative governance practices, and community building.

### **Responsibilities**

- **Budget Development:** Work closely with the head of school to create and review the school's annual budget. In addition, the Treasurer helps ensure that the school's spending and fund-raising aligns with its priorities and resources.
- **Financial Oversight:** Ensure that the school's finances and financial planning are properly managed. Responsibilities include regularly reviewing financial statements and budgets, as well as ensuring that funds are used effectively to support the school's

mission. The Treasurer also monitors the cash flow to ensure the school has enough liquidity to meet its short-term obligations.

- **Reporting:** Provide financial updates at board meetings. This includes presenting financial statements, explaining key financial trends, and offering insights about the financial status of the school.
- **Compliance and Risk Management:** Ensure that the school adheres to all financial and tax regulations, and manage any financial risks, such as liabilities or potential funding shortfalls.

### **Desired Qualifications**

- Financial expertise, particularly with accounting and budgeting for small nonprofits.
- Attention to detail and ethical integrity.
- Strong organization and communication skills.
- Familiarity or interest in sociocracy, consensus-based governance, or democratic leadership. Familiarity with non-profit or educational boards is a plus, but not required.
- A passion for education and supporting young people.

### **Commitment**

- Attend quarterly board meetings (in person or virtually).
- Engage in committee work and school events as needed.
- Serve a renewable 1–3 year term.

### **What We Offer**

- The opportunity to make a meaningful impact in the lives of students and the school community.
- A collaborative and supportive board environment.
- Training and resources to deepen your understanding of sociocracy and board governance.
- Please note that we are looking for other board members in addition to a treasurer. Please reach out if you might be interested.

### **To Join Us:**

If you're inspired to support our mission of empowering students, we'd love to hear from you! Please send a letter of interest outlining your background and what excites you about this opportunity to Lexi Shear, Head of School at [lexi@pacemschool.org](mailto:lexi@pacemschool.org).

Let's build a brighter future for our students together!

**Pacem School is an equal opportunity organization and values diverse perspectives and experiences.**