

About Us

The Change-Makers (TCM) Foundation for Diversity, Equity, Excellence, and Inclusion is a federally incorporated not-for-profit organization. Our core field of activity centers around building an inclusive, connected, and informed community via public participation in our initiatives such as mentorship and networking, educational support in the form of tutoring, community highlights, employment assistance, and the offering a host of other integrated services that enhance the lives of the most marginalized. TCM Foundation is governed by a voluntary working board of directors, made up of individuals who identify as Black or Indigenous.

We aspire to build on the foundations of resilience, endurance, and the overwhelming strength embodied by the Black and Indigenous Canadian community by connecting the community with culturally responsive resources and working with community partners to actively dismantle anti-Black racism, but to also increase representation in STEAM professions through educational support, mentorship and improving access to high-opportunity employment opportunities for Black and Indigenous Youth.



Position Summary

The Secretary is critical to the success of TCM Foundation, staff, and Board of Directors. This position serves on the Executive Committee, providing leadership and administrative support.

The Secretary is responsible for coordinating board activities and Committees, recording the minutes of all meetings of the Board of Directors; maintaining records of Committee meetings; overseeing the maintenance of membership lists; providing the safe keeping of all official contracts and records of the organization; and publishing notices ahead of scheduled meetings as required.

This position is remote until further notice because of the pandemic. The position is for a renewable, 3-year term. Please note that board members are volunteers and do not receive a salary or monetary compensation for any services rendered.

Key Responsibilities

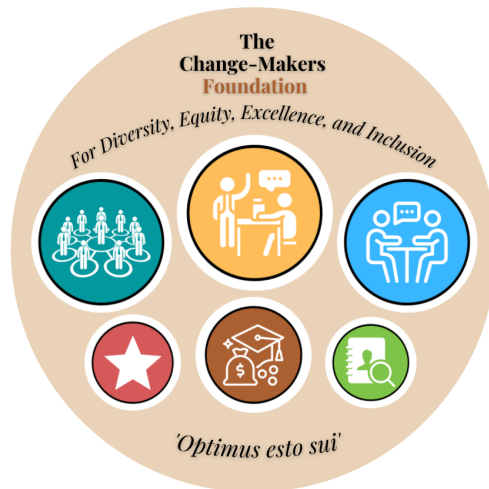
- Provide leadership and advice on the Executive Committee
- Ensure that TCM Foundation's community compliance and reporting requirements with the Federal Not-for-Profit act and the CRA



- Complete Notice of Change forms, whenever there is change in the Board of Directors or governing materials
- Overseeing the organization's incorporation and charitable registration status
- Send out the agendas and reminders to board members, TCM Members, and volunteers
- Keep a permanent record of the Board meetings and AGM and special meetings
- Maintain a full contact list of board members including board member appointment dates, terms of appointment, and board member biographies
- Record minutes at the board of Directors meetings, committee meetings, and annual general meetings.
- Attend monthly Board meetings and the Annual General Meeting
- Attend meetings of assigned committees
- Maintain current knowledge of programs/activities and projects
- Maintain and respect the confidentiality of any information given to the Board of Directors
- Serve as an advocate of TCM Foundation
- Represent and promote TCM Foundation

Required Time Commitment

- Dedicate up to 15 hours a month
- Attend the Monthly board meeting



- Attend the Annual General Meeting

Qualifications and Experience

- Must be compliant with the Not-for-profit (NFP) Act (i.e., Individual must be 18 years of age or older and not have an undischarged bankruptcy)
- Some post-secondary education and student club experience and/or equivalent
- Strong professional networking and communication skills
- Experience with community development
- Experience working in organizations, groups, and high-functioning teams
- Working and/or lived experience within the BIPOC community and/or persons with disabilities
- Interest in acquiring knowledge in areas valuable to the Board such as community advocacy, financial matters; performance management and monitoring; human resources and compensation strategy; enterprise risk management; charitable fundraising, marketing, and communications; information technology, security, privacy, and digital technology; international development

Assets

- Experience on a board (not mandatory)
- Understanding of charitable sector governance policies and procedures



- Experience with not-for-profits and understanding of charitable sector governance policies and procedures

Additional Requirements

- Understanding of Critical Race Theory, anti-Black racism, anti-Indigenous racism, and anti-oppression are an asset
- Must identify as BIPOC

To Apply: Send a letter of interest along with a copy of your resume or summary of past relevant experience to help@thechangemakersfoundation.ca

Please make sure to include a detailed description of what skills and qualities you will bring to this position and why you think you would be an excellent candidate for this position.