

## **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 Treasurer is responsible for the review and monitoring of all of TCM Foundation's financial data and financial reporting. Key responsibilities include providing oversight for the administration of finance, providing budget and financial advice; and fulfilling the responsibilities and requirements as outlined by the Board of Directors and bylaws. The Treasurer is further responsible for financial planning at a Board level and accounting including acting as the Treasurer to the Board of Directors.

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**

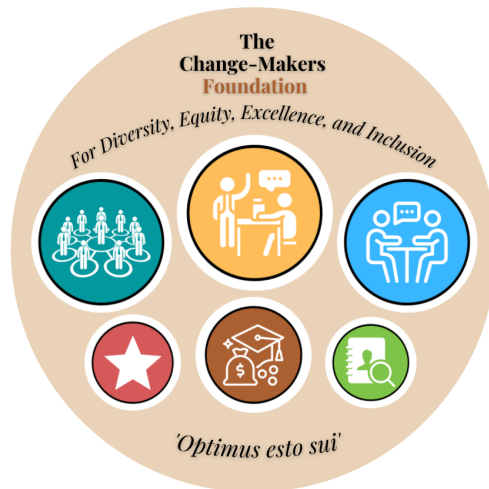
- Oversee the financial matters of the organization
- Work with the manager and Chair of the Board to review and present financial statements on a monthly basis, as well as oversee bookkeeping
- Oversee/Assist the development and presentation of the organization's annual budget, financial reports, and budgets for proposals.



- Ensure proper financial record-keeping process, procedure being maintained in accordance with the Not-for-profit (NFP) Act, CRA,
- Ensure that TCM Foundation's community compliance and reporting requirements with the Federal Not-for-Profit act, CRA, Corporate Canada, and funders, including the assisting/overseeing of:
  - Annual budgets, projections, and reconciliations
  - Membership fees, donations, and grants
- Act as a counter-signatory on, or provide for financial expenditures and applications for funds
- Propose fiscal policies and assist staff in their implementation, assist with strategic planning in regard to the organization's financial viability, sustainable above other look photos in regard to the organization's financial viability, sustainability, and risk management

#### *Oversee and ensure compliance*

- Ensure accurate and timely filing of the organization's T3010, payroll remittances and other government filings
- Ensure all required financial records are available to support CRA reporting expectations and ensure that the organization is kept in good financial standing with the CRA
- Be aware of CRA policies/regulatory requirements with respect to financial compliance and be able to navigate any areas of confusion over financial issues related to CRA expectations and requirements



- Provide annual updates to Corporate Canada in accordance with the NFP Act

#### *Board and Committee Leadership*

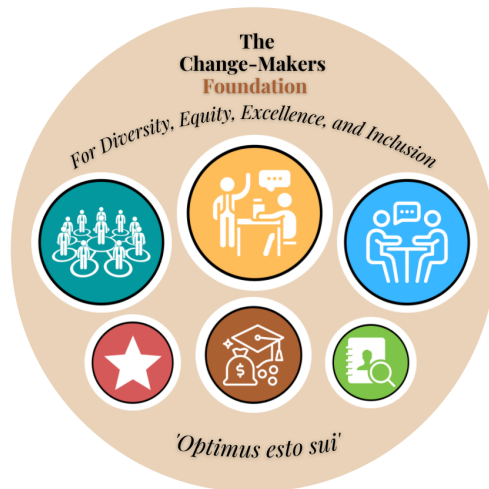
- Provide leadership and advice on the Executive Committee
- Chair the Finance and Audit Committee and establish the meeting schedule for this committee
- Attend and engage in board activities, including AGM, financial for committee
- Act as a liaison with auditors
- Act as a signing officer for the organization

#### **Required Time Commitment**

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

#### **Qualifications and Experience**

- Degree in Finance, Business Administration, or a related field
- Professional accounting designation CPA, (CA, CMA or CGA)
- 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**

- Working and/or lived experience to within the BIPOC community
- Experience in a Treasurer, Financial Controller or Accounting Discipline
- Experience working with/on a Board of Directors, including incorporated not-for-profit organizations
- Experience on a board (not mandatory) including incorporated not-for-profits
- Understanding and experience with managing the charitable donation process and legislated requirements

### **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](mailto: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.