



## **ABOUT US**

ASE Community is a nationwide federally incorporated not-for-profit volunteer organization, intending to become a registered charity as per the Income Tax Act (TAIBU Community Health Centre is our current trustee). ASE Community is governed by a voluntary working board, with a mandate to comprise of Black identified people with 2/3rds also being Black persons with disabilities.

We aspire to build on the foundations of resilience, endurance, and the overwhelming strength embodied by Black Canadians living with disabilities by connecting our community with culturally relevant resources and working with organizations to dismantle institutional anti-Black racism and ableism, we aim to drive a critical shift in culture that embraces the boundless talents and qualifications of people with disabilities.

ASE Community Foundation is grounded in the frameworks of disability justice and Black feminist practice as we recognize that while there is distinct research, policies, and resources available for Black Canadians, as well as all Canadians with disabilities, there exists a gap in understanding the intersectional experiences of Black Canadians with disabilities.

### **The Foundation's name and logo were carefully chosen:**

ASE (pronounced Ah-Shay) means "power and authority" in Nigeria (Yoruba). It is "the ability to bring one's will into manifestation" or "so it will be".

The concept of "Aya" or the hardy plant "fern" inspires our logo, which is a Ghanaian Adinkra symbol that represents endurance and resourcefulness.

**JOIN THE CONVERSATION!**

[connect@asecommunityfoundation.com](mailto:connect@asecommunityfoundation.com)

**VOLUNTEER WITH ASE!**

[f @ASEcommunity](#) [t ASE Community Foundation](#) [@ASEcommunity](#)

**BECOME A MEMBER!**

[www.asecommunityfoundation.com](http://www.asecommunityfoundation.com)

## **POSITION SUMMARY**

The Secretary board position is critical to the success of ASE Community 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 of scheduled meetings as required.

Board terms are 3-years and renewable. The board aims to move to a governance model in the next couple of years.

This position is remote until further notice due to the COVID-19 pandemic.

Please note that board members are volunteers and do not receive a salary or monetary compensation for their services. However, we do offer monthly honorariums for Black board members with disabilities, based on a criteria.

### **Key Responsibilities**

- Provide leadership and advice on the Executive Committee
- Ensure ASE Community's compliance and reporting requirement with the Federal Not-for-Profit act and the CRA
- Complete Notice of Change forms, whenever there is a change in the Board of Directors or governing materials.
- Overseeing the organization's incorporation and charitable registration status
- Creating and maintaining an up to date board planning calendar outlining the matters to be on the board agenda over the course of a year
- Work with the Chair and Committee chairs on setting the agenda for all governance meetings.
- Send out the agendas and reminders to board members, ASE members, and active volunteers.
- Keep a permanent record of the Board meetings and AGM and Special Meetings.
- Maintaining 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.

### **Required Time Commitment (10-20 hours a month)**

- Monthly board meeting
- Annual General Meeting
- Committee Meetings

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## Qualifications and Experience

- Degree in Administration, a related field or equivalent working experience.
- Understanding of charitable sector governance policies and procedures
- Strong level of writing proficiency and access to a computer for word processing
- Knowledge of meeting procedures, governance policies, and by-laws of the Society

## Additional Requirements

- Must be compliant with the NFP Act
- Previous experience as a Secretary considered an asset
- Experience working with on a Board of Directors is considered an asset
- Working and/or lived experience within the Black community and/or persons with disabilities is considered an asset
- Successful completion of the following training, education, and frameworks is a prerequisite; disability Justice and accessibility training, ie. AODA; gender-based Violence within Black diaspora; Anti-Black Racism and critical race theory; and anti-oppression
- Must be a Member of ASE Community Foundation

**To nominate someone, please submit a nomination form at <https://tinyurl.com/ASEboardnomination>. If you are interested in applying for this position yourself, you can request anyone to submit a nomination for you. The deadline for nominations is January 25, 2021 at 11:59 PM (EST). If you have questions, please email [chair@asecommunityfoundation.com](mailto:chair@asecommunityfoundation.com) and also let us know what you may need during the application and interview process.**

*ASE Community works within an advanced anti-oppression, disability justice, critical race theory, and Black feminist framework; that actively challenges and works to dismantle systems of oppression; disrupting anti-Black racism, ableism, gender, and LGBTQ2S violence, and intersectional identities within the Black diaspora.*

*ASE Community focuses on Black folk with disabilities; we strongly encourage and prioritize candidates with lived experience within the Black Community in Canada to apply!*

*We thank all applicants for their interest but only those selected for further consideration will be contacted. Please check out our website and become a member of our community.*

*More information or to become a volunteer, visit us at <https://asecommunityfoundation.com/>*

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