



## **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!**

**BECOME A MEMBER!**

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

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## **POSITION SUMMARY**

The Treasurer is responsible for the review and monitoring of all of ASE Community'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.

ASE Community's Board of Directors are volunteers on a working board, in the process of establishing itself as a registered charity. 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 and is for a renewable, 3-year term. 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**

*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.
- Assist/Oversee the development and presentation of the organization's annual budget, financial reports, and budgets for proposals.
- Ensure proper financial record-keeping, process, and procedure is being maintained in accordance with the Not-for-profit (NFP) 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 advice 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, sustainability, and risk management.

*Oversee and ensure CRA 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

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### *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 meetings, including annual AGM, financial Committee, and executive Committee meetings.
- Act as liaison with auditors
- Act as a signing officer for the organization

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

- Dedicate up to 10 hours a month on reviewing financial systems, reconciliations, and statements
- Chair the Finance Committee
- Monthly board meetings
- Annual General Meeting

### **Qualifications and Experience**

- Degree in Finance, Business Administration, or a related field.
- Professional accounting designation CPA, (CA, CMA or CGA)
- Experience providing professional financial advice, experience with not-for-profits
- Understanding of charitable sector governance policies and procedures
- Must be compliant with the NFP Act (eg. Individual must be 18 years of age or older and not have an undischarged bankruptcy)

### **Assets**

- Working and/or lived experience within the Black community and/or persons with disabilities
- Experience in a Treasurer, Financial Controller or Accounting discipline
- Experience working with on a Board of Directors, including incorporated not-for-profits
- Understanding and experience with managing the charitable donation process and legislated requirements

### **Additional Requirements**

- Successful completion of board training, education, and frameworks is a prerequisite; Disability Justice and accessibility, ie. AODA; gender-based Violence within Black diaspora (GBA+); Anti-Black Racism, and Critical Race Theory; and anti-oppression
- Must be a Member of ASE Community Foundation

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**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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