

## Actively SeeK.I.N.G. (ASK) Board of Director Roles

### Audit Committee Chair

#### Job Description

As the Audit Committee Chair you will be responsible for ensuring financial transparency, compliance with regulatory requirements, and proper financial reporting within Actively SeK.I.N.G. This role will oversee the financial audit process, play a critical role in upholding the organisation's financial integrity, and report on audit findings to the board.

#### Key Responsibilities

- Lead the audit committee, which oversees financial and accounting matters within the organisation.
- Ensure the organisation's financial audits are conducted with integrity and objectivity.
- Review and evaluate audit reports and findings, reporting the results to the board.
- Monitor the organisation's internal control and risk management systems.
- Collaborate with the Treasurer and Finance Director to ensure the organisation's financial practices adhere to regulatory requirements and industry standards.
- Provide guidance and recommendations for financial improvements and risk mitigation.

#### 1. Challenges and Goals:

We are in the midst of a growth phase and aim to enhance our programmes, secure sustainable funding, and solidify partnerships that will allow us to better serve our community.

#### 2. Qualities and Attributes:

- Financial Expertise: A strong background in finance or accounting, with expertise in financial audit processes, internal controls, and financial reporting.
- Ethical Conduct: An unwavering commitment to upholding ethical standards, integrity, and transparency in financial practices.
- Analytical Thinking: Strong analytical and problem-solving skills to assess financial audits and evaluate audit findings.



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- Regulatory Knowledge: Familiarity with the legal and regulatory requirements specific to CICs and the ability to ensure compliance.
- Audit Oversight: The ability to oversee the financial audit process, ensuring that audits are conducted with integrity, objectivity, and adherence to industry standards.
- Effective Communication: Strong communication skills to report audit findings and recommendations to the board.

### **3. Specific Responsibilities:**

- Leading the audit committee, overseeing financial audit processes, and ensuring they are conducted with integrity and objectivity.
- Reviewing and evaluating audit reports and findings, reporting the results to the board and recommending necessary actions.
- Monitoring internal control and risk management systems to safeguard the financial integrity of our organisation.
- Collaborating with the Treasurer and Finance Director to ensure the organisation's financial practices adhere to regulatory requirements and industry standards.
- Providing guidance and recommendations for financial improvements and risk mitigation based on audit findings.



## **Skills and Experience**

### **Passion for the Mission**

Board members should be deeply passionate about Actively SeeK.I.N.G.'s mission to empower young black men through the arts. Your commitment to the cause should be unwavering and serve as a driving force for your involvement.

### **Expertise in the Arts**

Given the central role of the arts in achieving our mission, it's essential to have board members with expertise or a strong understanding of various art forms, as well as your potential impact on the well-being of young black men.

### **Leadership and Governance Experience**

Experience in leadership roles and governance, especially within nonprofit or community organisations, is crucial for effective board decision-making and strategic direction.

### **Community Engagement**

Board members should possess experience in community outreach, engagement, or community development. Your ability to connect with the community, understand its needs, and build partnerships is invaluable.

### **Empathy and Cultural Competency**

An understanding of the unique challenges faced by young black men, combined with cultural competency, is essential. Board members should empathise with the target audience, ensuring that programmes and services are culturally sensitive and relevant.

### **Meetings:**

Board members will be expected to attend quarterly meetings, held four times throughout the year, and will be eligible for reimbursement of associated expenses.

### **How to Apply:**

If you are excited about the opportunity to make a meaningful difference in the lives of young black men through the arts, we want to hear from you! Please send us your CV and a brief cover letter outlining your qualifications and why you want to join our board of directors to [info@activelyseeking.co.uk](mailto:info@activelyseeking.co.uk).



**Application Deadline:** Friday 1st December 2023

Actively SeeK.I.N.G. is an equal opportunity employer. We encourage applications from individuals of all backgrounds, including those from underrepresented communities. Join us in our mission to empower young black men and make a lasting impact through the arts!