

## MESSAGE FROM THE CHAIR

Thank you for your interest in contributing to the success of autistic children, youth, and adults in our community as an Autism Edmonton board member. For over fifty years, Autism Edmonton has been a community leader. The organization is continually evolving to best serve the current needs of our community. Today, through community support and services, advocacy, knowledge and education, Autism Edmonton continues to lay the foundation for equitable, happy futures for autistic individuals to live lives full of possibility. Autism Edmonton inspires leaders to advocate for equity in our community through education, empowerment, and a client-centred approach to service. This forward-thinking agency is governed by a Board of Directors focused on providing governance oversight and setting a strategic direction that supports Autism Edmonton's mission.

If you join the Autism Edmonton Board, you will work alongside a tremendous group of leaders passionate about empowering the autistic community. I have found the years I have served on this Board to be incredibly rewarding, both professionally and personally. The work and fellow board members have expanded my knowledge and skills, igniting an ever-stronger passion to advocate for and build a community with equity, inclusion, and opportunity for all. There is an energy and enthusiasm amongst the staff and Board that is infectious and inspiring. There are no sideline participants on this Board. It is, without a doubt, an absolute pleasure to serve on the Board of Directors.

Over the next few years, the organization is focused on delivering on our strategic plan and ensuring that we grow our sphere of influence by advocating for equity for all autistic individuals. If you are passionate about the areas in which Autism Edmonton is involved and want to be dedicated to a driven and fast-changing agency in the non-profit sector, take advantage of this opportunity.

I look forward to getting to know you better during the recruiting process. If you join us, get ready to use your voice and roll up your sleeves. Coming through the COVID-19 pandemic, we are ready to continue serving our community by helping ensure that there is access to the right services at the right time and that all autistic individuals live a life full of possibility. There is a lot of work to be done!

Lisa Laferriere  
*Board Chair*

## MESSAGE FROM THE EXECUTIVE DIRECTOR

Thank you for considering serving on the Board of Directors for Autism Edmonton. A cornerstone organization in Edmonton, we are a powerful voice for equity, inclusion and opportunity. Autism Edmonton is the oldest autism organization in the province and has served the Edmonton and area community since 1971. Since then, we have continued to deliver life-enhancing programs which ignite the power and potential of autistic individuals and champion the development of new opportunities for the autistic community. We work to fill voids, expand services, help individuals find vital resources and information, and advocate for systemic change at the public policy level.

As a Board Member, you would join a group of dynamic, passionate and dedicated individuals who are committed to our essential mission and work. The Autism Edmonton Board works closely with the Executive Director to ensure the long-term health of our legacy organization, which operates numerous services, including discussion groups, youth and adult recreational programming, pantry food hampers, service navigation and much more. Many hands over many years have changed many lives for the better. You would be part of that historic, ongoing effort to build a community with equity, inclusion, and opportunity for all.

Melinda Noyes  
*Executive Director*

### VISION

All people on the autism spectrum has a life full of possibilities.

### MISSION

To enhance the lives of people on the autism spectrum, through knowledge, services, and inclusive opportunities

### STRATEGIC PILLARS

1. Community Support & Services
2. Advocacy
3. Knowledge & Education

### CORE VALUES

#### ACCEPTANCE


We welcome and embrace inclusivity and diversity of all people, ideas and perspectives in building community.

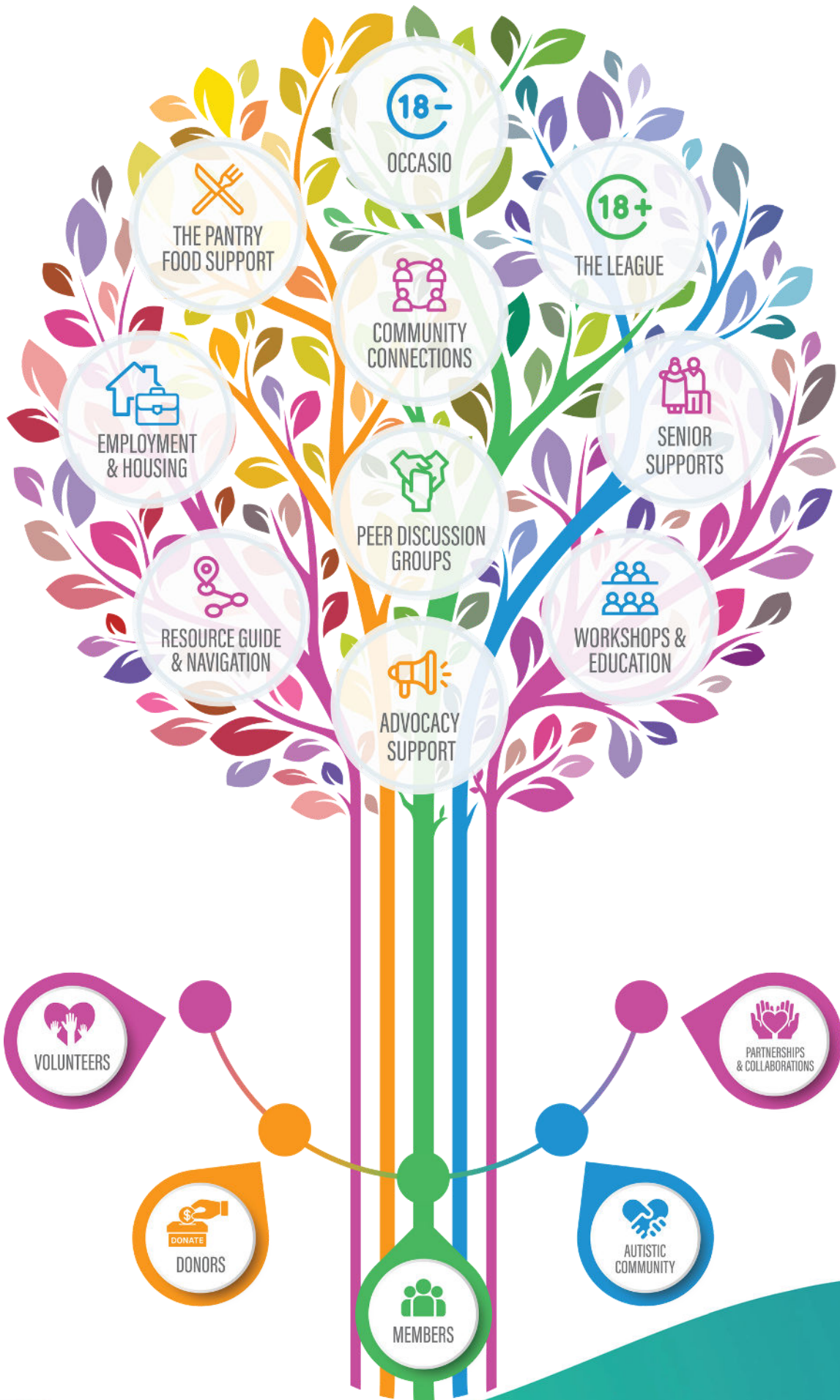
#### INTEGRITY

We believe in mutual trust, honesty, transparency, and accountability amongst ourselves, allies and stakeholders.

#### RESPECT

We treat one another and all people with empathy, courtesy and kindness.





## AUTISM EDMONTON BOARD OF DIRECTORS

The Autism Edmonton Board of Directors is a volunteer-based governance Board that determines the organization's long-term direction by developing the strategic plan and governance policies. The Board hires an Executive Director to implement the Board's policies and manage the organization's day-to-day business. The Executive Director is accountable to the Board. Front-line staff and volunteers are accountable to the Executive Director. These staff members and volunteers implement programs and services.

## DIRECTOR REQUIREMENTS

Director requirements include:

1. Commitment to the work of the organization – Being informed on the programs and services and other organizational matters, as well as participating in discussions and decisions at Board meetings
2. Willingness to serve on a minimum of one committee and attend committee meetings
3. Attendance at Board meetings
4. Attendance at Annual General Meeting (“AGM”)
5. Attendance/participation at a minimum of 2 Autism Edmonton events
6. Have an active membership with Autism Edmonton
7. Include Autism Edmonton as a charity of choice in personal philanthropy
8. Read and understand the Board Policy Manual and Bylaws

## BOARD SIZE & TERM

The minimum Board size is 3 Directors, and the maximum is 12 Directors.

Directors are elected by the Members at the AGM. Following a recruitment process focusing on equity and diversity, the Nominating/HR Committee presents the membership with a slate of nominees for election. Directors are elected for a two-year term and are eligible for election for an additional two-year term.

## QUALIFICATIONS AND SKILLS

The Autism Edmonton Board is open to individuals from all walks of life. Various backgrounds and skill sets are sought for representation on the Board to attain diverse viewpoints that represent our community.

We are interested in nominees that may particularly offer the following background or attributes:

- Persons with financial background/designation interested in a treasurer role.
- Social workers and health care professionals, such as psychologists, who work directly with autistic adults and/or children.
- Experienced board members with governance experience.
- Fundraising or philanthropic experience.
- Teachers and educators working in the school system.
- Self-advocates and family members of autistic individuals

## BOARD MEETINGS

Board meetings are held the third Tuesday of each month (no meetings in July, August and December) at the Autism Edmonton office or via Zoom.

## TIME COMMITMENT

To meet Director commitments, be prepared to dedicate at least **8-10 hours** per month. Directors are required to attend monthly Board meetings and the AGM. Dates are set as far in advance as possible. Regular Board meetings are approximately two hours long, with roughly one hour of preparation before the meeting to review Board materials. The AGM is in place of the September Board meeting. New Board member orientation will take place in October.

## EXECUTIVE MEETINGS

Executive meetings are held as needed. Executive meetings include the Executive Director, Chair, Vice-Chair, and Treasurer.

## BENEFITS OF BEING A DIRECTOR

Be a part of a committed and passionate group of individuals who guide the vision of the organization! Gain valuable Board experience and training – we are committed to the growth and development of autistic and neurodivergent individuals, including those on our Board. Directors are encouraged to take on roles within the Board and committees that stretch their current skill sets.

## MEMBERSHIP

Membership is required to serve on the Board. A membership with Autism Edmonton is completely free. Sign up for one here: [www.autismedmonton.org/register/](http://www.autismedmonton.org/register/)

## CALENDAR OF SIGNIFICANT EVENTS (2023)

- June 4, 2023 – Cycle for Autism
- September TBD – AGM
- October TBD – New Board Member Orientation

## BOARD EXECUTIVE POSITIONS

- Chair
- Vice Chair
- Treasurer

## STANDING BOARD COMMITTEES

- Audit and Finance Committee;
- Executive Director Oversight Committee;
- Governance Committee; and,
- Nominations Committee.

## RECRUITING PROCESS

Interviews for Board positions are held on an ongoing basis. Directors on Autism Edmonton's Board are elected based on experience, background and skills the Board deems essential. These attributes change as Directors are elected on a two-year rotational basis. New Board members are voted in at the AGM in September.

## MEMBER AT LARGE - BOARD POSITION

### CORE VALUES

#### ACCEPTANCE

We welcome and embrace inclusivity and diversity of all people, ideas and perspectives in building community.

#### INTEGRITY

We believe in mutual trust, honesty, transparency, and accountability amongst ourselves, allies and stakeholders.

#### RESPECT

We treat one another and all people with empathy, courtesy and kindness.

Autism Edmonton is inviting caring individuals to serve on its Board of Directors. We are searching for those who will represent Autism Edmonton and will be advocates for its mission and vision.

All nominees are considered. Board position will start upon acceptance by the board, but will require ratification at the next AGM (September 2022). Successful candidates will be asked to serve a one or two-year term.

#### PROCESS:

In line with the Board's roles and responsibilities, specific attributes that are sought in prospective candidates have been identified. Read more about the experience, background, and skills we're looking for in our Board Selection Criteria.

Please note! All nominees from the community-at-large must become members of Autism Edmonton. To register as a member, please apply online at [autismedmonton.org](http://autismedmonton.org)

#### BOARD SELECTION CRITERIA:

Directors on Autism Edmonton's Board are elected based upon experience, background and skills the Board deems important. These attributes change as Directors are elected on a two-year rotational basis.

#### SKILLS & EXPERTISE:

We welcome all nominations from the community and seek candidates who demonstrate the following general skills and expertise:

- Experience with board governance.
- Understanding the impact of Autism Spectrum Disorder on families and individuals.
- Ability to devote sufficient time (approximately 8-10 hours a month)

#### SPECIFIC BACKGROUND:

This year, we are interested in nominees that may particularly offer the following background or attributes:

- Persons with financial background/designation interested in a treasurer role.
- Social workers and health care professionals such as psychologists, who work directly with adults and/or children on the spectrum.
- Experienced board members with governance experience.
- Fundraising or philanthropic experience.
- Teachers and educators working in the school system.
- Self-advocates and family members of autistic individuals.

Please **email your resume** and a **2-3 sentence statement** on why you would like to join the board and what **specific skills** you are bringing to [info@autismedmonton.org](mailto:info@autismedmonton.org)