

ANNOUNCEMENT CANADIAN AUTISM SPECTRUM DISORDER ALLIANCE BOARD OF DIRECTOR NOMINATION/ELECTION PROCESS

At Canadian Autism Spectrum Disorder Alliance (CASDA's), April 4, 2017 Annual General Meeting, members approved an increase in Directors from a maximum of 10 to a maximum of 15. This package describes the nomination/election process for 2017 and Appendix 1 provides an overview of CASDA's Board structure and role, the position of Director.

2017 Director Nomination and Election Process

The property and business of CASDA will be managed by a Board of Directors with a minimum of three (3) and a maximum of fifteen (15) Directors. The Board of Directors shall be comprised of up to ten individuals employed by Organization Members, of which a minimum of 1 and a maximum of 3 will be National Autism Organization Members and up to five independent individuals.

The CASDA Board of Directors currently has vacant positions for 5 Organization Members and 2 Individual / Autism Research Group and Consortium Members.

Organization Memberships are only available to National and Community Autism Organizations. Organization Members must be incorporated as a charity and/or not for profit organization, pursuant to applicable Federal and/or Provincial laws. Organization Members are voting members of CASDA.

Individual Members must be over eighteen (18) years of age and a resident of Canada. Individual Members are non-voting members of CASDA.

Autism Research Group and Consortium Memberships are for organizations that work primarily in the field of ASD but do not qualify as Organization Members (likely because they are not advocacy organizations or are for profit).

Considerations for Candidates

CASDA is an operational Board of Directors with limited administrative support. Depending on a Directors role (i.e. Executive) and the responsibilities (i.e. communications, website, Summit planning, etc.) the time commitment can be significant. Please only consider serving on the CASDA Board of Directors if you are able to commit at least a couple of hours a week to CASDA business. Familiarity of and previous engagement with CASDA is a must. Historically, individuals considered for CASDA's Board of Directors have come from our membership, with a minimum of one year of membership.

The CASDA Board of Directors Skills Matrix includes the following categories:

- Board of Director Experience
- Organizational Management
- Financial/Accounting/Audit
- Leadership
- Governance
- Networking – Local, Provincial, National
- Technology/IT
- Research Practice
- Community Affiliation/Access
- Government Relations/Public Policy
- Legal
- Communications/Marketing/Public Relations
- Strategy
- Risk Management
- Succession Planning
- Change Management



- Team Work
- Diversity
- Stakeholder Management
- Time to Volunteer

After reviewing the skills matrix, the Nominations Committee, identified that CASDA would be well served by adding Directors with strength in the areas of finance, technology, communications and research practice. For example, individuals with qualities like an interest in serving as Treasurer, leveraging technology to connect members, or a familiarity with the broad scope of ASD research could be considered assets. Increasing the Board’s cultural, geographic and disability diversity would also be considered beneficial.

If you or someone you know would be an asset to CASDA’s members by serving on the Board of Directors, please consider nominating someone you know or yourself, as a Director.

Nomination

The Nomination Committee assesses and makes recommendations regarding nominees for election and re-election by the Members of the Corporation. The process for 2017 will be as follows:

- Nominations for an appointment on the Board of Directors shall be made by CASDA members and emailed to the Nominations Committee.
- Individuals can self-nominate. If you are nominating someone else, please obtain their consent before submitting a nomination.
- The Governance Committee may also solicit nominations based on gaps identified in skills matrix.

Please ensure that your membership is up to date prior to submitting a nomination. Questions may be emailed to nominations@casda.ca.

Nominations must be emailed to nominations@casda.ca no later than midnight Pacific Daylight Time on September 15, 2017. Nominees must include the following information:

- Name and status of membership (Organization/Individual)
- Resume
- Letter describing your understanding of CASDA’s mission and vision, interest in the position and what strengths you bring to the organization.

Assessment

Before October 15, 2017, the Nomination Committee will meet to consider the candidates. The goal is to have a Board of Directors with a diversity of experience, skills and viewpoints and a balance of skills that are critical to CASDA’s current or future business operations.

In October, the Nomination Committee will reach out to nominees for telephone interviews. If more than ten nominations are received, the Nomination Committee will prepare a short-list of ten nominees to interview.



Based on the skills matrix and interviews, the Nominations Committee will identify a slate of candidates to be recommended to members and circulate the information via an email to voting members.

Elections

Elections for the Board of Directors will be held via email before November 15, 2017.

Via an email survey, organization members will vote to accept or reject the slate. The slate must be approved by a simple majority of Organization Members.

Directors elected during this process will serve until CASDA's 2019 AGM.

APPENDIX 1

OVERVIEW BOARD STRUCTURE AND ROLES

Composition

Canadian Autism Spectrum Disorder Alliance (CASDA) is directly accountable to its members through its volunteer Board of Directors (no fewer than 3 and no more than 15 Directors).

All Directors are voting members of the Board. The volunteer Board is comprised of:

- Up to ten individuals employed by Organization Members, of which a minimum of 1 and a maximum of 3 will be National Autism Organization Members. These Directors should be in a senior position with an Organization Member that has as its primary mandate a focus on autism.
- Up to five Individual/Autism Research Group and Consortium Members. Note: The category of Autism Research Group and Consortium Membership is not referred to in CASDA's bylaws but all the rights and opportunities of Individual Members are open to Autism Research Group and Consortium Members. The Board of Directors will recommend adding Autism Research Group and Consortium Members as a category of membership at the 2018 Annual General Meeting.

The aim is to have a Board that represents CASDA's diverse membership and a balance of skills that allows the Board to appropriately serve its members. It is also important to have representation that reflects the national, regional, linguistic and cultural diversity of Canada. CASDA has limited capacity for paid employees so Directors are often asked to contribute significant operational time and leverage the capacity of the organization they are representing. Therefore, all Organization Member Directors must have some ability to enter into commitments on behalf of their organization.

The Board's Role

CASDA Board of Directors provides governance and operational support to the corporation to ensure overall direction, effectiveness, supervision and accountability through regular meetings as well as meetings of the committees of the Board – Governance, Finance and Audit, Membership and Canadian Autism Leadership Summit Planning.

All Directors are voting members of the Board and, in all situations, are expected to hold the interests of CASDA members above personal or organizational interests.

The Chair shall preside at all Board meetings, and shall have a second and deciding vote in the event of a tie.

Individual Responsibilities of Directors and Officers

Directors and officers have a fiduciary responsibility to CASDA. Every Director and officer is required to exercise his or her powers and discharge his or her duties by:

- Acting honestly and in good faith with a view to the best interests of the corporation, and
- Exercising the care, diligence and skill that reasonably prudent person would exercise in comparable circumstances.

In addition Directors are expected to:

- Attend all Board meetings;
- Act as a spokesperson for the organization, serving as a representative of the organization to both internal and external constituencies;
- Participate on at least one Board committee, and
- Adequately prepare for Board and committee meetings. Adequate preparation is essential and should be factored into the overall time commitment expected from Board members.

To carry out these responsibilities, the Board usually meets in person and/or via teleconference 10 times per year. CASDA's Directors are entirely responsible for all of CASDA's operations. Depending on a Directors role (i.e. Executive) and the responsibilities (i.e. communications, website, Summit planning, etc.) the time commitment can be significant.