

## **Centre for Autism Services Alberta**

### **Roles, Responsibilities, Qualifications, and Expectations of the Centre for Autism Services Alberta Board of Directors**

#### **Opportunity Description:**

The Centre for Autism Services Alberta is recruiting volunteers to sit on its Board of Directors.

#### **About the Centre:**

The Centre for Autism Services Alberta exists to empower Autistic people and their families to thrive. We are a Canadian leader in individualized therapy, applied research and training, and enrichment programming for children, teens, and young adults with autism and their families. We provide comprehensive and innovative supports and services to those individuals and their family network. We strive to ensure that individuals with autism lead meaningful, engaged lives.

#### **Our Mission:**

Our mission is to provide comprehensive and innovative supports and services to those with autism, and their family network. Some of those supports include early childhood services; sports, leisure, social and skills programs; and pre-employment programs.

#### **Our Vision and Purpose:**

The Centre's vision is to support individuals with autism in leading meaningful, engaged lives; our purpose is to empower Autistic people and their families to thrive.

#### **Our Values:**

Collaboration – We build authentic partnerships.

People Focused – We seek to understand each person's specific context, dreams, and goals to promote their achievement.

Autistic Voice and Choice – Our services reflect what is important to Autistic people.

Continuous Improvement – If better is possible, we do it.

#### **Roles and Responsibilities:**

- Oversee development and approval of the strategic plan and approve annual budgets and business plan.
- Define and safeguard the Centre's mission, vision and values within which it expects the Centre to be administered and review these periodically.
- Govern the Centre through Board policies and planning objectives approved by the Board, formulated with the Chief Executive Officer and staff, and reviewed periodically.
- Select and support the Executive Director to whom the responsibility for administration of the Centre is delegated.
- Review and evaluate regularly the performance of the CEO on the basis of the specific job description and approved competencies and objectives.
- Seek and secure sufficient resources for the Centre to finance its programs adequately.
- Account to the public and funders for the services of the Centre and the expenditure of funds.
- Ensure prudent and proper management of the Centre's resources.
- Establish the general values framework in which the Centre's human resources will be managed.
- Establish guidelines within which management may negotiate pay and benefits agreements with staff.
- Regularly review the Centre's services to ensure that they are consistent with the purpose of the Centre and that its programs are effective and relevant to community needs.

- Represent the Centre and its programs in the larger community; and
- Serve as an advocate for services of good quality.

**Commitment and Requirements:**

- Commitment to the work of the Centre for Autism Services of Alberta.
- Knowledge and skills and/or interest in developing knowledge and skills in one or more areas of Board governance (policy, finance, programs, personnel and advocacy).
- Willingness to serve on Board committees.
- Attendance at 70% of Board meetings.
- Attendance at assigned committee meetings.
- Attendance at the Annual General Meeting.
- Time commitment of approximately 3 hours per month.
- Support of and participation in special events.
- Support of and participation in fundraising events.

**Board Member Qualifications:**

- Commit to serving the complete term of two years for a maximum of eight years, or four terms.
- Governance experience / previous board experience is preferred.
- Understanding of the not-for-profit (NFP) sector as well as Alberta programs and funding mechanisms would be considered a valuable asset.

**Board of Directors Application**

**Personal Information:**

Name	
Address	
Phone Number	
Email Address	

**Volunteer or Other Board Experience:**

Organization	Role/Title	Date of Service

**Employment Experience:**

Organization	Role/Title	Date of Employment

**Education Background:**

Certification	Year Obtained

**Skill Matrix:**

Please rank your skill set using the following 4-point scale:

0 – No Experience; 1 – Limited Experience; 2 – Sound Understanding; 3 – Strong Experience; 4 – Expert

SKILLS	RATING
Autism Experience/Involvement	
Governance Experience	
Marketing/Communications	
Program Delivery/Development	
Fund Development	
Business Development/Corporate Industry Partnerships	
Policy Development	
Research	
Not-for-Profit Financial Controls	
Financial Reporting	
Healthcare	
Social Services	
Strategic Planning	
Legal	
Stakeholder Development & Engagement	
Real Estate/Property Management	
Public Speaking	
Human Resources	
Political Influence, Advocacy, Gov't Relations	

**Application Questions:**

1. Why are you interested in joining our board? Please share your motivation and what has drawn you to the Centre.
2. What do you hope to accomplish as a result of involvement on the Board of Directors?
3. How will your skills translate to a position on the Board of Directors?
4. Have you ever been convicted, plead guilty, or plead no contest to a crime?

**References:**

Please provide details of two references to support your application.

Full Name	
Organization	
Phone Number	
Email Address	

Full Name	
Organization	
Phone Number	
Email Address	

**Signature:****Date:**

**Thank you for completing your application!**

**Please send to [info@centreforautismab.ca](mailto:info@centreforautismab.ca).**