

## **Oversight Committee (Minimum of a one-year commitment)**

Autism Ontario is guided by a volunteer board of directors, composed of parents, people on the spectrum, and respected professionals, who provide governance, expertise, and guidance to the organization on a volunteer basis.

Our volunteers are the foundation of our success, and we are grateful to each person who commits their time, talent and treasure to advancing our mission and vision.

There are many opportunities to volunteer with Autism Ontario. Whether you are looking for something casual or something more committed, there is a volunteer role suited to you.

Please note – All volunteers are required to submit a **vulnerable sector check**. Details will be sent following the completion of the volunteer application.

**Volunteer Reports to:**            **Regional Program Coordinator**  
   **Regional Fund Coordinator**

### **Summary:**

The mandate of the Regional Oversight Committee is to assist Autism Ontario Regional staff in the planning, coordination, and operations of programs, special events, and community support activities.

### **Objectives:**

- Provide strategic support to the regional staff as they seek to expand programs and support to individuals and families across the region
- Assist in the creation of annual program planning by informing regional staff of potential resources, vendors and community relationships that align with our vision to create an inclusive Ontario for autism
- Evaluate events, programs and fundraising initiatives under the direction and guidance of regional staff to discern what opportunities are in the best interest of the Region and which ones should be released
- Act as community ambassadors and advocates in their immediate community and abroad to inform all points of contact about the mission and vision of Autism Ontario
- Activate personal and corporate relationships to elevate brand awareness for Autism Ontario while inviting them to engage directly with the cause
- Be active members of working groups that advance the impact of their Region
- Other duties that arise as the roles develop and evolve

### **Committee composition:**

The Committee will be comprised of community members with a passion for advocating for individuals on the spectrum. This may include caregivers, siblings, autistic adults, and/or professionals in the industry. The oversight committee will have representation from volunteers residing in our region.

### **Committee structure:**

The members who sit on this Committee will be selected through an application process as determined by Autism Ontario staff members.

### **Reporting relationship**

The Oversight Committee communicates directly with Autism Ontario regional staff who are responsible for working with Autism Ontario provincial staff to provide recommendations, and future direction for the Region.

### **Essential Duties and Responsibilities may include:**

- Acting as an advocate of Autism Ontario at speaking engagements, events and more
- Taking on leadership roles for various fundraising events, programs, and outreach opportunities
- Act as an ambassador of Autism Ontario by leveraging personal and professional networks
- Supporting event facilitators with event set up and tear down
- Other duties that support the success of the event as discerned and directed by the event staff

### **Requirements**

- Meetings: This Committee will aim to hold four to six meetings annually depending on the Region's needs and can be held in-person or virtually. Additional meetings may be held at the discretion of Autism Ontario staff when deemed necessary.
- Minimum one-year commitment
- Be able to work with a team to advance the mission and vision of the organization
- Respect and maintain confidentiality of Autism Ontario program participants, volunteers, partners, and donors



Effective *September 23, 2021*, all employees, contractors, and volunteers must provide proof one of the following:

1. **Full vaccination against COVID-19** (After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID19 vaccine receipt (PDF) for each dose received.)\*

2. **A medical reason for not being vaccinated against COVID-19** – this must be substantiated by adequate medical evidence (Written proof of a documented medical reason for not being fully vaccinated against COVID-19 must be provided by a physician. The note from the physician must specify the effective time-period for the medical reason. If time-limited, the note should indicate how long it is expected to last.)

**An individual's ability to volunteer in-person with Autism Ontario will be contingent upon providing proof of one of the above.**

**If not vaccinated, a COVID-19 antigen test must be taken, and a negative result presented within 72 hours of any Autism Ontario in-person event or meeting.**

### **Training & Supervision**

- Fulfilment of a vulnerable sector check
- Review and sign off on Autism Ontario **Volunteer Policy and Procedures**
- Review **What is ASD** webinar (**ask SME's about other webinar resources**)
- Attends annual volunteer orientation training

**Training and supervision conducted by:** [identified staff person] or designated trainer

### **Evaluation**

As an organization that values our volunteers, we recognize that open dialogue and feedback are critical to ensure the successful placement of all volunteers All volunteers will be given the opportunity to complete a **60-day evaluation** of their placement to provide and request feedback

### **Time Commitment**

i.e. two hours per week  
six hours per month

### **Benefits**

- Knowledge that you are making a difference in the lives of the individuals and families Autism Ontario is privileged to serve



- Opportunity to work with a dedicated group of professionals committed to creating an inclusive Ontario for autism

**We can't do it without you! Thank you for being part of our team.**