

## **Special Education Advisory Committee Volunteer (four-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 application.

**Volunteer Reports to:**

- Regional Program Coordinator**
- Regional Fund Coordinator**
- Regional Manager**
- Subject Matter Expert Education**

**Summary:** Each school board and school authority must establish a Special Education Advisory Committee (SEAC). These committees are made up of elected school board trustees and representatives from local associations with an interest in special education. Autism Ontario is reserved a seat on each board across the province.

As an Autism Ontario SEAC member, you will act as a voice for autistic individuals and their families.

### **This committee:**

- provides important advice on special education to their local board or school authority
- makes recommendations to their board or authority on anything that impacts the establishment, development and delivery of special education programs and services

### **Eligibility**

#### **A SEAC member must be:**

- qualified to vote for members of the school board
- a resident in the school board jurisdiction

\*Members appointed to represent First Nations students do not need to meet this requirement, as First Nations students may attend board schools under a tuition agreement.

Employees of a school board cannot be a member on the SEAC of the board that employs them. However, they can be members of another school board's SEAC if they are eligible to vote for members of that school board.

**Essential Duties and Responsibilities may include:**

- providing monthly agendas to the Regional Program Coordinator and Subject Matter Expert Education (*mandatory*)
- providing monthly meeting minutes to the Regional Program Coordinator and Subject Matter Expert Education (*mandatory*)
- Receive agenda items and key messages from Autism Ontario to present to the full committee (*mandatory*)
- make recommendations to the district school board or school authority on anything impacting the establishment, development, and delivery of special education programs and services
- may participate in the annual review of the board's Special Education Plan
- participates in the board's annual budget process as it relates to special education
- reviews the financial statements of the board as they relate to special education

**Requirements**

- Must be able to attend up to 10 meetings a year to represent Autism Ontario
- Must be an ambassador and advocate for communicating the mission of Autism Ontario within the community
- Present a professional decorum and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with program participants
- Respect and maintain confidentiality of Autism Ontario program participants, volunteers, partners, and donors

**COVID 19 Policy Statements** (excerpt from Volunteer Policy and Procedures document)

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
- Program orientation which includes but is not exclusive to training on the following items: **<to be identified by program staff>** \*training will be unique to the placement of the volunteer.

**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**

Up to 10, 1.5-hour meetings each school year.

### **Benefits**

- Knowledge that you are making a difference in the lives of the individuals and families Autism Ontario is privileged to serve
- Advocating for autistic individuals in the community
- 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.**

