

Announcement

Calling Autism Alliance of Canada's Members to Join Our Board Of Directors and Committees

Autism Alliance of Canada, an organization committed to excellence and the representation of its diverse membership, is initiating the process for the nomination and election of new Directors for the term 2025-26.

Autism Alliance of Canada is directly accountable to its members through its volunteer Board of Directors. The Board of Directors is dedicated to representing and working on behalf of the Alliance's members, providing the strategic leadership and operational support necessary to establish and meet Autism Alliance of Canada's vision, mission, goals and objectives.

This package describes the nomination and election process for 2025 and [Appendix 1](#) provides an overview of Autism Alliance of Canada's Board structure and role, as well as the position of Director.

2025 Director Nomination and Election Process

At the 2025 Annual General Meeting, Autism Alliance of Canada's Board of Directors will have elections for up to 2 new Directors.

Nominations for these open Director positions will be accepted from organization and community members.

We are looking for individuals that are eager, passionate and committed to the Alliance with governance experience and interested in assuming a leadership role on the Board in the future. We particularly encourage applications from Indigenous people and those living in the Maritimes and the North. Additionally, we are always open to applicants beyond these parameters with other relevant skill sets.

Nomination Process & Timeline

The Governance Committee assesses and makes recommendations regarding nominees for election and re-election by the Members of the Corporation. The process for 2025 will be as follows:

- Nominations for an appointment on the Board of Directors shall be made by Autism Alliance of Canada members and emailed to the Board of Directors' Chair - ends February 10, 2025
- The Governance Committee may also recruit nominations based on gaps identified in the Board of Directors Skills Matrix.
- Assessment - Early February 2025

- Governance Committee Recommendation to Board - End of February 2025
- Board recommendation to AGM - March 2025
- Annual General Meeting - April/May 2025

Please ensure that your membership as a Community or Organization Member is up to date prior to submitting a nomination.

Nominations must be emailed to Franziska Morin, Executive Coordinator, fmorin@autismalliance.ca no later than midnight Pacific Time on **February 10th, 2025**.

Please include the following information:

- Name and status of membership with Autism Alliance of Canada
- Resume
- Letter describing your understanding of Autism Alliance of Canada's mission and vision, interest in the position and what strengths you bring to the Board of Directors.

Considerations for Candidates

Depending on a Director's role and the responsibilities, the time commitment can be significant. Please only consider serving on the Alliance Board of Directors if you are able to commit at least 8 hours a month to Autism Alliance of Canada business.

Previous experience as a Director on a Board of Directors is essential. We recognize that members without previous Board experience may be interested in serving on Autism Alliance of Canada's Board of Directors and we would consider Director Apprenticeships. If you or someone you know would be an asset to the Alliance's members by serving on the Board of Directors, please consider nominating someone you know or yourself, as a Director.

We are also looking for Alliance Members to join several of our committees. Being part of committees can give members exposure to the working of the Alliance and Board which can help for seeking nominations in future years. It can also help grow the Alliance and your own personal skill set.

Assessment

The Governance Committee will meet to consider the candidates in early February. 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 Autism Alliance of Canada's current or future business operations.

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

Based on the applications and interviews, the Governance 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 at Autism Alliance of Canada's 2025 Annual General Meeting which will be held in April/May 2025.

Appendix 1

Board Structure And Roles

Composition

Autism Alliance of Canada 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 elected for two-year terms and are voting members of the Board. The volunteer Board is normally comprised of:

- A minimum of five individuals employed by Organization Members
- A minimum of five Community Members

The Board of Autism Alliance of Canada represents its diverse membership with a balance of skills that allows the Board to appropriately serve its members. Representation reflects the national, regional, linguistic and cultural diversity of Canada. All Organization Member Directors must have the ability to enter into commitments on behalf of their organization.

The Board's Role

A **governance board** is responsible for developing strategy and objectives to enable an organization to achieve its mission and for making decisions that guide the organization towards achieving those objectives. The daily operations are managed by the Executive Director and their team of staff.

Autism Alliance of Canada Board of Directors provides governance 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, Internal Affairs, External Affairs 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 Autism Alliance of Canada members above personal or organizational interests.

The Chair(s) shall preside at all Board meetings.

Individual Responsibilities Of Directors And Officers

Directors and officers have a fiduciary responsibility to Autism Alliance of Canada. Every Director and officer is required to exercise his/her/their powers and discharge his/her/their 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;
- 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 via video or teleconference bi-monthly with committee meetings occurring approximately five times per year. Occasional in-person meetings may take place.