



## **ANNOUNCEMENT**

### **BOARD OF DIRECTOR NOMINATION / ELECTION PROCESS**

Canadian Autism Spectrum Disorder Alliance (CASDA) 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 CASDA's members to ensure issues of mutual importance are brought to the attention of our Federal Government. Directors are responsible for providing the strategic leadership and operational support necessary to establish and meet CASDA's vision, mission, goals and objectives.

This package describes the nomination/election process for 2022 and Appendix 1 provides an overview of CASDA's Board structure and role, as well as the position of Director.

#### **2022 Director Nomination and Election Process**

At CASDA's upcoming Annual General Meeting taking place in Spring 2022, CASDA's Board of Directors will be able to welcome up to 4 new members.

Nominations for open Director positions will be accepted from those who are currently an Organization or Community member of CASDA. We are looking to increase geographical and cultural diversity for our Board. Specifically, we are interested in applications from: Manitoba, Saskatchewan, Quebec, the Maritimes, and the North. Also, we are interested in rurality and Indigeneity as factors for consideration



## **Nomination**

The Governance Committee assesses and makes recommendations regarding nominees for election and re-election by the Members of the Corporation. The process for 2022 will be as follows:

- Nominations for an appointment on the Board of Directors shall be made by CASDA members and emailed to the Board of Directors' Chair.
- The Governance Committee may also recruit nominations based on gaps identified in the Board of Directors Skills Matrix.

Please ensure that your membership is up to date prior to submitting a nomination. Nominations must be emailed to [chair@casda.ca](mailto:chair@casda.ca) no later than midnight Pacific Time on **January 31st, 2022**. Please include the following information:

- Name and status of membership
- Resume
- Letter describing your understanding of CASDA'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 CASDA Board of Directors if you are able to commit at least 8 hours a month to CASDA business.

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

Board of Director Experience
Community Affiliation/Access
Organizational Management
Government Relations / Public Policy



Financial / Accounting/ Audit
Legal
Leadership
Communications/Marketing/Public Relations
Governance
Strategy
Networking - Local, Provincial, National
Risk Management
Technology/IT
Succession Planning
Research Practice
Change Management
Teamwork
Stakeholder Management
Diversity

After reviewing the skills matrix, CASDA would be well served by adding Directors to increase the Board’s cultural and geographic diversity. 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 CASDA’s Board of Directors and we would consider Director Apprenticeships. 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.

**Assessment**

Before February 1, 2022, the Governance 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 February, the Governance Committee will reach out to nominees for telephone interviews. If more than ten nominations are received, the Governance Committee will prepare a short-list of ten nominees to interview.

Based on the skills matrix 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 CASDA's Annual General Meeting, in April 2022.



## **Appendix 1**

### **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 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, including representation from National Autism Organizations
- A minimum of five Community Members

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 or group 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, 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 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/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 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 video or teleconference bi-monthly with committee meetings occurring approximately five times per year.