



## “JOB DESCRIPTION” FOR MEMBERS OF THE BOARD OF DIRECTORS OF THE AUTISM SOCIETY

Members of the Board of Directors of the Autism Society serve an important role within the organization. The future of the Autism Society is in large part ensured through the active participation of its board. Service as a board member holds certain expectations in terms of involvement, participation, support and commitment to the Autism Society’s mission. Prospective and incumbent board members should commit themselves to the following:

- Understand and support the Autism Society’s mission, vision and values.
- Exercise the core duties of care and loyalty in a manner consistent with the best interests of the mission of the organization.
- Be knowledgeable and current on the various services the Autism Society offers; follow trends in the social services, policy and legislative arenas that affect the Autism Society and children and adults with Autism Spectrum Disorders and other neurological developmental disabilities or special needs; be familiar with the Autism Society history and current organizational structure.
- As a Board member, your principle responsibilities will entail fiduciary, strategic and governance activities. The expectation is that these practices will model that of the best standards of corporate and nonprofit governance.
- Support the decisions of the board. Once a decision has been made, it is the decision of the board. Board members are expected to engage in informed and respectful exchange of possibly differing thoughts and perspectives leading up to a vote in a matter coming before the board. Once the board has voted on a matter, the director's duty of loyalty precludes the individual directors from expressing public criticism of the decision.
- Make known and make available your talents, skills and areas of expertise; serve in leadership positions and undertake special assignments. Use any special skills or training you may have to further the work of the board and the Autism Society. If the Autism Society has staff or paid consultants in your area of expertise, treat them with respect. Express professional disagreement in a way that moves the discussion forward.
- Exercise oversight with respect to the Autism's compliance with all applicable laws and regulations.
- Develop a rapport and be respectful and encouraging with fellow board members; be accessible to other board members via phone and email between

meetings as needed.

- Regularly assess board performance; suggest possible nominees to the board who clearly are individuals of achievement and distinction and who can contribute to the work of the board and the organization's progress.
- Enhance the Autism Society's public standing; serve as an Autism Society advocate and ambassador to family, friends, business associates, and other constituents; convey the significant impact the Autism Society has in the lives of children and adults with Autism Spectrum Disorders, disabilities or other special needs and their families.

#### ***Meetings:***

- Establish as a high priority attendance and participation in all regular board meetings, conference calls, and general monthly meetings.
- Serve as asked as an active member on committees; attend all of its regular meetings (and, in some cases, conference calls); participate fully in its work.
- Suggest agenda items periodically for board and committee meetings to ensure that significant, policy-related matters are addressed. Arrive prepared to discuss the issues and business to be addressed at board and committee meetings, having reviewed the advance materials.
- Maintain confidentiality of board and committee executive sessions, and speak for the board or organization only when authorized to do so.
- Exercise constructive skepticism with respect to matters and proposals presented to the board by management and staff.

#### ***Financial Matters;***

- Exercise overall fiduciary responsibility to ensure organizational fiscal stability and accountability and to maintain legal and ethical integrity.

#### ***Philanthropic Support:***

- Each Board Member will be expected support all aspects of the strategic and business plan and will contribute through fund-raising and executive leadership activities to assist in achieving intended outcomes.
- Be held accountable to personally contribute, find others and/or organize activities to obtain \$625 per year for the Autism Society.
- Assist in fund raising for the organization through personal influence with contacts, including individuals, corporations and foundations.

#### ***Relationship with Staff:***

- Work with the chief executive officer and ensure that his/her performance is

assessed annually through an appropriate committee of the board and a competitive and appropriate compensation program is in place.

- Be accessible to the chief executive officer and other management staff by phone or email as needed.
- Refrain from intruding in operational and administrative issues that are the responsibility of management, except to monitor the results and ensure they are consistent with board policy.

***Avoiding Conflict:***

- Serve the Autism Society as a whole rather than any special interest group, constituency or affiliate; maintain independence and objectivity as a sense of fairness, ethics and personal integrity dictate.
- Use good faith efforts to avoid interests that could create a potential conflict of interest; avoid even the appearance of a conflict of interest that might create a conflict for the board or the organization; and if such a conflict does arise, declare that conflict before the board in a timely fashion and refrain from voting on matters affected by the conflict. Never accept (or offer) favors or gifts from (or to) anyone who does business with the Autism Society.



# Board of Directors Application Form

## APPLICATION INSTRUCTIONS

**Please Visit our website [www.tidewaterasa.org](http://www.tidewaterasa.org) to view the JOB DESCRIPTION.  
Your application and three letters of reference must be e-mailed, faxed, or mailed.**

**Nomination Committee**  
Autism Society, Tidewater Virginia  
6300 E. Virginia Beach Blvd.  
Norfolk, VA 23502

For additional information visit our website at [www.tidewaterasa.org](http://www.tidewaterasa.org) or e-mail the  
Autism Society, Tidewater Virginia at [tidewaterasa@verizon.net](mailto:tidewaterasa@verizon.net)

**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Day /Evening

**E-MAIL/FAX** \_\_\_\_\_

### I. EMPLOYMENT EXPERIENCE

*List in chronological order beginning with current or most recent position. Please provide resume and/or curriculum vitae.*

**Position/Title Organization\* From / To**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Other Positions** \_\_\_\_\_

*\*Please spell out complete name; no abbreviations/acronyms*

### II. VOLUNTEER EXPERIENCE

**Position/Title Organization\* From / To**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_