

**CHATTANOOGA AUTISM CENTER**  
**BOARD MEMBER CHARACTERISTICS AND RESPONSIBILITIES**  
**LAST UPDATED: 12/17/2019**

The Chattanooga Autism Center's (CAC) mission is to provide lifespan support and services for individuals, and their family members with autism spectrum disorders. The CAC also serves as an advocacy resource and builds awareness about autism in our region.

**Election process, Terms, and Meetings:**

- Membership committee submits names of potential candidates prior to annual election.
- Elections will occur annually in June. Terms also start in June.
- If elected, board members serve two-year terms.
- Official Board meetings are held on the 3rd Tuesday of even months beginning at 6 pm.
- Board training meetings are held the 3rd Tuesday of odd months at 6pm.
- The annual Strategic Planning meeting will be held on an agreed upon date within the first 3 months of the calendar year.

**Required Characteristics of Potential Board Members:**

Require that CAC board members...

1. are well-informed, civic-minded individuals demonstrating high ethical and moral standards.
2. be respected among their peers and have a passion to help the CAC fulfill its mission.
3. can listen, analyze, think clearly, and creatively.
4. continue to increase understanding of autistic individuals and their strengths and needs.
5. work effectively with individuals and groups.
6. have a willingness to develop certain skills as needed. Examples skills might be:
  - fundraising
  - accounting
  - advocacy
  - mentoring new board members
  - project management
  - facilitating groups
7. will lend their expertise to the CAC in one or more of the following categories:
  - Fundraising
  - Legal
  - Medical
  - Project management
  - Accounting/Bookkeeping
  - Human resources
  - Education
  - Developmental Disabilities
  - Marketing
  - Real Estate
  - Grant writing
  - Administration/clerical

**Board Member Responsibilities:**

1. Actively seek and secure CAC resources such as volunteers, experts, or donated items/materials.
2. Advocate on behalf of the CAC.
3. Be aware and up to date with the CAC's mission, services, By-Laws, and programs.
4. Demonstrate personal commitment to the CAC via a personal financial contribution.
5. Make it a priority to attend each Board meeting and other called meetings; notify the President and/or Executive Director when unable to attend.
6. Recruit potential board member candidates.
7. Review agenda and supporting materials prior to board and committee meetings.
8. Serve on CAC committees or task forces and agree to take on special assignments.
9. Support the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements and 990.
10. Support funding initiatives via grant writing, fundraising, or donor development.
11. Understand the CAC conflict-of-interest and confidentiality policies.
12. *Cooperate with and respect the opinions of fellow board members*
13. *Show respect and courteous conduct in all board and committee meetings.*

### **Board Member Code of Conduct**

In an effort to ensure that board meetings are run effectively and ensure board members exercise their duty of care to the CAC, each board member has the right to be heard respectfully. Therefore, should any board member lose their ability to transact business in a respectful manner, that board member will be asked to leave, immediately, by the Board President or Executive Director.

(Examples of unacceptable behavior include, but are not limited to: verbal assault, name calling, rage, bullying, or screaming.) The board meeting disruption will be noted in the meeting minutes. The board member who was asked to leave may return to the next scheduled board meeting with the expectation of participating in the meeting while using appropriate behavior. If, at any time in the future there is a re-occurrence of inappropriate behavior, they will again be requested to leave the meeting immediately. Once the board member leaves the meeting, the board will then determine if the board member's inappropriate behavior constitutes cause for removal from the board in accordance with the CAC Bylaws, and may move forward according to these guidelines.