



**CHATTANOOGA AUTISM CENTER
BOARD MEMBER CHARACTERISTICS AND RESPONSIBILITIES
LAST UPDATED: 12/18/2019**

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.

Elections, Terms, and Meetings:

- Board members will be elected for two-year terms.
- Elections will occur annually in June; or at other times dependent on Board vacancies, terms will commence and end at this same time.
- Official Board meetings will be held on the 3rd Tuesday of even months beginning at 6 pm.
- Board training meetings will be held on 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.

Desired Characteristics of Potential Board Members:

Prefer that CAC board members...

1. are well-informed, civic-minded individuals demonstrating high ethical and moral standards; should be respected among their peers and have a passion to help the CAC fulfill its mission.
2. will lend their expertise to the CAC in one or more of the following categories:
 - a. Fundraising
 - b. Legal
 - c. Medical
 - d. Administrative/Project management
 - e. Accounting/Bookkeeping
 - f. Education
 - g. Developmental Disabilities
 - h. Networking at the local or state levels, helping develop new relationships.
 - i. Marketing
 - j. Real Estate/Property Management
 - k. Advocacy at the local and state level
3. have a personal connection to autism
4. can listen, analyze, think clearly and creatively
5. work effectively with individuals and groups
6. have a willingness to develop certain skills as needed such as fundraising; cultivating board members and volunteers; read and comprehend financial statements; special project



coordination; and continue to gain a greater knowledge and understanding of Autism Spectrum Disorder.

Board Member Responsibilities:

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