

Outline of the SPOCAAS Committee, Executive Committee and Members functions and responsibilities

June 2010

SPOCAAS aims to:

- Provide a place for informal parent-to-parent support with like minded carers managing Autism Spectrum Disorders (ASD), involving all ages and all abilities. A diagnosis is not needed
- Build partnerships within the ASD community
- Promote ASD awareness, understanding and opportunities for further learning about ASD
- Develop an ASD resource library and provide accessible information
- Eliminate isolation of families managing the impact of ASD

The SPOCAAS Committee of Community Living & Respite Services Inc. (CLRS) oversees the achievement of these aims.

The SPOCAAS Committee consists of

- Executive Committee Members (Chairperson, Vice Chairperson, Secretary, Finance Officer & 3 other members), CLRS Board of Management ex officio representative
- Unlimited General Members
- Community Living & Respite Services Inc. CEO (present or silent)

Executive Committee functions

- Prepare and distribute monthly agendas and minutes for monthly evening committee meetings (Secretary)
- Attend monthly committee evening meetings
- Make decisions at short notice with reference to SPOCAAS activities, funds and responses
- Liaise with the CLRS CEO and/or CLRS Board of Management representative (Chairperson)
- Represent SPOCAAS at events (including CLRS events)
- Chair Committee meetings (Chairperson)
- Fill roster roles when general/committee members are not able to
- Oversee /assist the publication of SPOCAAS news
- Appoint sub-project groups
- Monitor the SPOCAAS budget

Executive Committee requirements

- Volunteer police check
- Volunteer induction
- Regular attendance at monthly Committee meetings
- Encouraged to be a financial member of CLRS

Executive Committee Election Process

- Nominations to CLRS Board of Management representative prior to CLRS Annual General Meeting in October
- CLRS to table nominations at the CLRS Board of Management Endorsement in October for endorsement
- Voting, if required, by SPOCAAS members at November SPOCAAS Committee meeting
- Positions are for 12 months

General Members functions (including any family registered with SPOCAAS)

- Receive parent to parent support from SPOCAAS
- Represent a spectrum of situations and family needs
- Monitor SPOCAAS Projects
- Fill rostered roles for Coffee Club, Morning Tea (when available)
- Contribute to SPOCAAS news
- Assist with the coordination of events
- Nominate for SPOCAAS projects (when available)
- Nominate for Leadership roles for SPOCAAS projects (when available)

General Member Requirements

- Completion of SPOCAAS Registration form
- Optional membership with CLRS(\$5 joining, \$5 annual)

Community Living & Respite Services Inc. Board of Management Representative functions

- Attend monthly evening meetings
- Oversee and endorse SPOCAAS activities
- Report to CLRS Board of Management SPOCAAS activities
- Assist with complaints resolution
- Provide the administration requirements of the election process for the Executive Committee

Community Living & Respite Services Inc. CEO functions

- Liaise with SPOCAAS Executive Committee and provide mentorship and guidance
- Approve media releases
- Approve SPOCAAS monthly news
- Endorse SPOCAAS projects
- Assist with funding applications