

**OREGON COMMISSION ON AUTISM SPECTRUM DISORDER
COMMISSION MEMBER POSITION DESCRIPTION
Adopted 4-6-21**

Commission members are appointed by the governor to fill one of 17 positions. Each position is representative of stakeholders involved with public and private services for individuals with autism spectrum disorder and their families. This position description outlines the role and responsibilities of Commission members.

1. Nature of the Commission's work. The main goal of the Commission is to help people with ASD experience rich lives through physical and mental wellness, opportunities for authentic personal relationships, lifelong learning, self-determination, and meaningful work. To that end, the Commission seeks to improve public and private services for individuals with ASD and their families. Creating the changes needed to reach this goal requires an organization with a long-term commitment and extensive collaboration across disciplines, organizations, professions, communities, and personal roles. The Commission's work is guided by an executive order of the governor, a long-term vision, and a shorter 3-year strategic plan.

2. Representative role of individual members. Each member serves on the Commission as a representative of a stakeholder community. Obviously, no individual can speak for all members of a stakeholder community, nor can they usually speak for an entire organization. All members are encouraged to think about how Commission proposals will affect others within their stakeholder group as well as themselves individually, and to bring this information forward during Commission discussions. When communicating with others, Commission members should distinguish official positions and other approved work product of the Commission from drafts and ongoing work. Members who are in doubt about the status of an issue should consult with the chair. Only the chair and vice chair have the authority to speak officially on behalf of the Commission.

2.1 Representatives of state agencies and other organizations. For representatives of state agencies and other organizations, members are expected to act as conduits between the agency/organization and the Commission. This means that the member should inform relevant people within their agency/organization about the ongoing work of the Commission and promptly provide feedback to the Commission or the chair when they become aware of obstacles or concerns on the part of the agency/organization. They should also provide information on who Commission, subcommittee, or work group members should contact within their organization to address specific issues or questions.

2.2 Members who do not represent an agency or organization. Members who do not represent an agency or organization do not have a responsibility to conduct significant outreach to people outside normal social or professional contacts with others in their stakeholder community, but are encouraged to contact the leadership of relevant stakeholder organizations to alert them to the Commission's work and obtain feedback from other stakeholders.

3. Meetings.

3.1 Regular Meeting Schedule. Regular meetings are scheduled for the 4th Friday of every month except August, November, and December. Except for the March and October meetings, all meetings are from 9:00 a.m. to 11:00 a.m. via web-based videoconferencing. The March and October meetings will be held in-person in Salem from 9:00 a.m. to 3:00 p.m., but may also be attended remotely. Members should make every effort to preserve these times on their calendars.

3.2. Logistics. Currently, the Commission uses Zoom for videoconferencing. For those who are unable to attend an in-person meeting, the Commission will use Zoom together with equipment that allows off site participants to see everyone who is present at the meeting place. The Commission uses BoardBook, an online platform, to distribute meeting materials. The board packet will be uploaded to BoardBook about one week in advance of a meeting. Commission members will receive an e-mail meeting notice with a link to BoardBook. It will also be available through the Commission's website, <https://www.orcommissionasd.org/>. Each Commission member receives a BoardBook login.

3.3 Stipends and Meeting Expenses. Commission members who are not employed full-time in public service are entitled to a stipend of \$30 for every Commission meeting they attend. For every meeting attended in person, all Commission members are also entitled to reimbursement for travel expenses. Finally, all Commission members are entitled to other expenses, including personal expenses to hire someone to do the things they normally do and that cannot be delayed without risk to health or safety (for example, childcare or caring for someone with a disability), up to \$25 per day. These payments are subject to the OCASD Policy on Expense Reimbursements. **[Note: as of March 2021, the Oregon legislature is considering legislation to raise these amounts.]**

3.4 Participation in and between meetings. Members should attend all meetings. Members have made a mutual commitment to read all meeting materials in advance so that meetings are more efficient and participation can be more thoughtful. If accommodations are needed for meeting participation, a Commission member should let the chair know. If they expect to be absent, join a meeting late, or leave a meeting early, they should let the chair know in advance so that the agenda can be adjusted for optimal participation. Meetings start on time and adhere to the timelines identified in the agenda, unless otherwise agreed during the meeting. Each member brings a different and valued perspective to the work of the Commission, so it is important that they actively contribute to all discussions. Every effort is made to reduce a Commission member's workload between meetings, but the members sometimes agree to take specific steps before a given meeting. If they cannot, they should notify the chair at least one week in advance of the meeting.

3.4 Goal of achieving consensus. One of the most powerful tools of the Commission in creating change is to achieve consensus among stakeholders. Therefore, a primary goal with respect to any issue is to provide sufficient information and discussion that common ground can be

identified and supported. Where debate remains, the Commission will endeavor to represent it in a balanced manner. This means that if a member does not agree with a majority position, the member is not expected to abandon their position, but should ensure that the facts and reasoning that support their position are made available to the group.

4. Participation in Subcommittees and Work Groups. In addition to attending Commission meetings, members are expected to be members of either a subcommittee or work group of the Commission if at all possible. These entities generally meet at times convenient to all members for several hours once a month or every other month. Work group meetings are generally held via Zoom. Stipends and meeting expenses are not, however, available for most work group meetings.