

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

**1. Appointment and Term.** Subcommittee chairs are appointed by the Oregon Commission on Autism Spectrum Disorder (OCASD or the Commission) to lead the work in designated areas. Subcommittee chairs serve until they resign or are removed from office by the Commission. Chairs can be removed by the Commission by majority vote in executive session.

**2. Duties.** Subcommittee chairs are responsible for running subcommittee meetings and ensuring that the part of the Commission’s strategic plan relevant to their subcommittee is implemented. Subcommittee chairs develop a work plan in coordination with their Commission liaison. Subcommittee chairs set a regular meeting schedule. They ensure that the agenda and any documents needed for a given meeting are posted to the Commission’s BoardBook account and distributed to subcommittee members at least five days in advance of regularly scheduled meetings. They ensure that minutes of each meeting are kept in the form established by the Commission, that they are approved by the subcommittee members, and that they are forwarded to Commission staff.

**3. Communication with Commission Liaison and Use of Commission Staff.** Subcommittee chairs communicate on a regular basis with their Commission liaison through OCASD’s work management platform and/or by telephone. They coordinate with OCASD staff, who, if the chair wishes, will send notices with Zoom links and post meeting materials to BoardBook. Each subcommittee chair can use up to 40 hours of Commission staff time per year to perform research relevant to their subcommittee’s charge, with additional hours subject to the approval of the Commission chair.]

**4. Subcommittee Meetings.**

**4.1 Logistics.** Subcommittee meetings are scheduled for regular times that are convenient for all members (for example, the third Friday of the month from \_\_\_\_ to \_\_\_\_ ) and are held via videoconference. The chair should report any accommodations needed by subcommittee members to their Commission liaison so that OCASD staff can ensure the members’ needs are met.

**4.2 Conduct of Meetings.** There are no formal rules that apply to the conduct of meetings. Subcommittee chairs should strive to ensure that all members contribute to discussions and are listened to with respect.

**4.3 Achieving Consensus.** Some needed changes will be very challenging and therefore may create significant resistance. In order to create lasting change in policy, operations, law, and culture, many steps may have to be taken over a long period of time. Sometimes smaller steps at the beginning can help stakeholders see the need for further steps. Where

views differ initially, chairs should try to resolve the issue through further discussion, data from outside the group, feedback from the full Commission, or problem-solving with the assistance of their Commission liaison or the Commission chair. Achieving consensus among members will help ensure that the work product is truly supported as it is implemented. For this reason, consensus should be a primary goal, even if some in the subcommittee believe that a given step or policy should go farther.

## **5. Authority of Subcommittees and Subcommittee Chairs.**

**5.1 Advisory Role of Subcommittees.** Subcommittees and subcommittee chairs play an advisory role to the full Commission. Therefore, to become official, a subcommittee's work product needs to be forwarded to the Commission for its approval. Subcommittee chairs should communicate with their liaisons to let them know when action by the Commission may be needed, so that the OCASD chair can fit it into the Commission's agenda in a timely fashion. When a significant recommendation is made to the Commission, a subcommittee chair will ordinarily be expected to present it at a Commission meeting and to answer any questions Commission members may have.

**5.1 Communications with Others.** In communicating with outside parties, subcommittee chairs should avoid giving the impression that they speak for the Commission. The OCASD chair and vice chair are ordinarily the people who are authorized to speak for the Commission.

**6. Recruitment of New Members.** Turnover of membership in long-lasting subcommittees is to be expected. Overall, membership should represent the stakeholders who are most affected by the subcommittee's area of focus. Responsibility for recruitment of new members is a shared responsibility of the subcommittee chair and the Commission leadership. Subcommittee chairs should discuss recruitment needs with their liaison and their subcommittee members.

**7. Funding of Subcommittee Projects.** From time to time, a subcommittee may face expenses in doing its work. Subcommittee chairs should discuss any anticipated funding needs with their Commission liaison. Expenditures by public bodies such as the Commission are highly regulated and may require a long lead time, so subcommittee chairs should discuss their anticipated needs as early as possible.