

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

1. Appointment and Term. Subcommittee members are appointed by the chair of the Oregon Commission on Autism Spectrum Disorder (OCASD or the Commission). Members serve until they resign or are removed by action of the Commission chair, or until the subcommittee has completed its work.

2. Representative role of individual members. Each member serves on the subcommittee as a representative of a group affected by the Commission's work (a stakeholder group). Obviously, no individual can speak for all members of a stakeholder group, nor can they usually speak for an entire organization. However, all members are encouraged to think about how subcommittee proposals will affect others within their stakeholder group as well as themselves individually, and to bring this information forward during subcommittee discussions. When communicating with others, subcommittee members should distinguish official positions of the Commission 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 their subcommittee chair. Only the chair and vice chair of the Commission have the authority to speak officially on behalf of the Commission.

2.1 Representatives of state agencies and other organizations. It would be helpful for subcommittee members who are employees of state agencies and other organizations to inform relevant people within their agency/organization about the ongoing work of their subcommittee and promptly provide feedback to the subcommittee when they become aware of obstacles or concerns on the part of the agency/organization.

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 group, 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 by the subcommittee chair to accommodate the members' schedules (for example, every third Friday of the month from _____ to _____) and conducted via web-based videoconferencing. Members should make every effort to preserve these times on their calendars.

3.2. Logistics. Currently, the Commission uses Zoom for videoconferencing. The Commission uses BoardBook, an online platform, to distribute meeting materials. The board packet will be uploaded to BoardBook about five days in advance of a meeting. Subcommittee members will receive an e-mail meeting notice with a link to BoardBook and a Zoom link. This information

will also be available through the Commission's website, <https://www.orcommissionasd.org/>. Each subcommittee member will also receive a BoardBook login for their subcommittee. Members make a mutual commitment to read all board materials in advance so that meetings are more efficient and participation can be more thoughtful. If accommodations are necessary for meeting participation, a subcommittee member should let their chair know.

3.3 Participation in and between meetings. Members should attend all meetings. 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 subcommittee 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 subcommittee and 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.