



## **Committee Contract**

### **Composition of committee**

- We commit to having no less than 1 Autistic person as a member of our committee and will strive to exceed this figure
- We commit to having no less than 1 parent of an Autistic person on our committee
- We commit to inviting a member(s) of any existing Autism support groups in our locality to join the committee
- We commit to ensuring representation on the committee of a cross-section of key stakeholders within our community
- We commit to selecting and maintaining a Chairperson, Secretary, Treasurer (where collecting or holding funds) and two Social Media Officers
- We commit to notifying AsIAM in writing should our Chairperson change, providing the relevant contact information
- We commit to holding an annual general meeting of our committee to select members and review our progress

### **Values and ethos**

- We commit to upholding the core values and ethos of AsIAM in all our activities and actions as a committee
- We commit to uphold a human rights approach to Autism and to not promote any activity or approach which could be seen to stigmatise or otherwise harm Autistic people
- We commit to taking an inclusive approach to our activities and welcoming all in our community to participate. We will take particular care to ensure the inclusion of protected groups and minorities within our activities
- We commit to taking no action which could bring the committee or AsIAM, and its funders, into disrepute

### **Governance**

- We commit to reviewing the governance guidance and training made available to us and considering the best structure for our committee
- We commit to putting in place all required policies and actions to comply with child protection requirements and to safeguard vulnerable adults
- We commit to putting in place the required data protection safeguards
- We commit to considering our insurance and banking requirements based on the activities of our committee
- Should we register as a charity, we will comply with the Charities Governance Code and notify AsIAM of any possible breach of the Code
- We commit to putting in place a Committee Terms of Reference
- We commit to all members of our committee signing the Code of Conduct provided to us by AsIAM
- We commit to holding regular meetings of our committee
- We commit to maintaining minutes of meetings held
- We commit to putting in place an agenda for each committee meeting which is circulated in advance
- We commit to the highest standards of integrity and transparency in all that we do

### **Access to AsIAM materials and support**

- We commit to complying with the brand guidelines as set out in the Toolkit provided to towns
- We commit to not changing any materials provided by AsIAM without prior written consent

- We commit to respecting the intellectual property of AsIAM using the materials only for the purpose of the project and not for any other activity
- We commit to not including the logo of any third-party organisation (except for local sponsors or charities) without the prior written consent of AsIAM
- We commit to abiding by all decisions of AsIAM in relation to use of their materials, logo or brand identity
- We commit to promoting relevant activities, campaigns and associated programmes developed by AsIAM when requested to do so, from time to time

**Rules of the Award**

- We commit to striving to meet the criteria for Autism-Friendly Towns status as set out by AsIAM
- We commit to following all of the procedures and rules set out by AsIAM over the course of the awards process
- We accept that the decision of the judges during the judging and awards process shall be final in all cases

**Breach**

- If a breach of this agreement is brought to our attention by AsIAM we will follow all directions to remedy the situation
- We recognise that breaching this agreement may lead to our disqualification from the Autism-Friendly Towns Awards Programme or exclusion from consideration for an Award in the current Awards year
- We recognise that participation in the AsIAM Autism-Friendly Towns Award Programme is at the sole discretion of AsIAM

Signed by Committee Chairperson:

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Dated:

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Signed on behalf of AsIAM:

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Dated:

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