



(Insert town name here) Autism-Friendly Towns Committee - Terms of Reference

Role of the Committee

- 1) Overseeing the application for and retention of Autism Friendly Town Status, as awarded by AsIAM
- 2) Ensuring the required number of organisations sign up to the initiative and undertake the actions required
Supporting organisations and the town in achieving the required actions by providing advice and support on implementation.
- 3) Devising a 3 Year Autism-Friendly Plan for your town, in consultation with the local autistic community
- 4) Overseeing the implementation of the Autism-Friendly Plan
- 5) Communicating with the local community about the Autism-Friendly Town project
- 6) Undertaking such training as may be required to successfully achieve and retain Autism-Friendly Town Status
- 7) Acting as an Ambassador for the Programme

Matters Not In Competence

- The Committee cannot offer advice or guidance to individuals
- The Committee is restricted to general awareness raising activities and specific actions which are part of their Autism-Friendly Town work – it cannot offer professional advice or guidance to any organisation
- The Committee cannot engage in political or lobbying activities outside of the scope of the Autism-Friendly Town process
- The Committee cannot comment on autism-related issues in individual organisations within the town
- Any issues which are raised that are outside of the scope of the Committee should be referred to AsIAM

Committee Composition

- 1) The Committee will be led by a Chairperson
- 2) The Committee will be made up of representatives of a cross-section of the Community including people involved in autism advocacy, community groups, sporting organisations, business, education and employment
- 3) Each committee must include not less than 1 autistic adults
- 4) The Committee will be made up of not less than 7 and not more than 12 members
- 5) New members can be added by the Committee, keeping within the above numbers, by agreement at a meeting
- 6) Committee members can stand down at anytime by writing to the Chairperson
- 7) A representative of AsIAM may attend, but is not a member of, the Committee
- 8) A representative of Musgrave may attend, but it not a member of, the Committee

Meetings

- 1) The Committee should meet not less than 6 times a year
- 2) Additional meetings may be arranged by agreement
- 3) All meetings should have an agenda set by the coordinator
- 4) The agenda shall be distributed in advance and members can request items are discussed by emailing the coordinator
- 5) All meetings should take account for the limited time in which people have available – members should read any documents they are sent in advance and try to work as efficiently as possible. Where lengthy discussion on one issue is required this should be referred to a small group of Committee members to discuss and report back to the Committee for a decision
- 6) Members who cannot attend a meeting can send their comments in writing to inform discussion
- 7) All meetings should have a record / minutes - draft minutes should be circulated afterwards and the minutes agreed to at the next meeting.

Roles within the Committee

- 1) The Committee should appoint the following positions:
 - Secretary (to oversee correspondence)
 - Treasurer (to oversee any fundraising activities)
 - Autism Relations (responsible for ensuring the voices of autistic people are considered throughout the process)
 - Outreach Officer(s) (responsible for recruiting organisations and supporting them through the process)
 - PRO (responsible for social media)
- 2) As far as possible, the positions should be filled by agreement. If this is not possible they shall be filled by a vote of the committee – with each nominee requiring a member to nominate them and another to second that nomination
- 3) The Committee can rotate positions as it sees fit but must notify AsIAM of any changes

Sub-Committee Meetings

- 1) The Committee can create as many sub-committee as it feels are useful
- 2) The Committee will appoint the Chairperson and Members of each Sub-Committee
- 3) The Sub-Committee will meet as often as is required and will refer all major decisions back to the Committee for agreement

Communicating between Meetings

- 1) The Committee may choose to setup any means of communicating between meetings such as email threads or a WhatsApp Group.
- 2) Matters discussed should relate exclusively to the work of the Committee and its remit

Publicity & Social Media

- 1) All publicity relating to the programme should be agreed, prior to publication or transmission, with AsIAM
- 2) All social media should relate specifically to the work of the committee / programme

Grievance Procedure

- 1) In the event that a member has a grievance they should raise this in the first instance with Committee Chairperson who will try to address their concerns
- 2) In the event that the member is still unhappy the grievance will be discussed at a meeting of the Committee who shall make a final decision on the matter