

Board Chair (President of the Board of Directors) – Volunteer Position

Organization: Autism Services Inc of Windsor & Essex County

Location: Windsor-Essex County, ON (Hybrid)

Position Type: Volunteer (Elected Officer)

Term: 2 Years

About Autism Services Inc.

Autism Services Inc. is dedicated to supporting autistic individuals and their families across the Windsor-Essex community. As a staff-led organization, our day-to-day operations, clinical applications, and community programs are managed by our Executive Director and dedicated personnel. The Board of Directors focuses on high-level governance, financial sustainability, and strategic oversight to ensure the organization successfully delivers on its mission.

Position Overview

The **President of the Board of Directors (Board Chair)** provides leadership to the governing board and acts as a strategic partner to the Executive Director. This individual ensures the board fulfills its legal, financial, and ethical responsibilities. The Board Chair does not manage daily operations or staff, but instead focuses on fostering a healthy governance culture, running efficient board meetings, and guiding long-term planning.

Key Responsibilities

Leadership & Governance

- **Run Meetings:** Prepare agendas and chair monthly board meetings and executive committee meetings.
- **Strategic Oversight:** Lead the board in monitoring and evaluating the organization's strategic plan and mission impact.
- **Bylaw & Compliance Monitoring:** Ensure the organization complies with its bylaws, provincial regulations, and charitable status obligations.

Executive Support & Relations

- **Executive Director Partnership:** Act as the primary link and sounding board between the board of directors and the operational leadership team.

- **Performance Reviews:** Oversee the annual performance evaluation and compensation review for the Executive Director.

Board Management & Culture

- **Committee Oversight:** Appoint committee chairs and monitor committee progress (e.g., Finance, Governance, Nominations).
- **Succession Planning:** Work with the Governance Committee to recruit diverse, skilled board members and plan for future leadership transitions.
- **Board Development:** Address board performance and ensure members receive appropriate onboarding and ongoing training.

Community Advocacy & Fundraising

- **Ambassador Role:** Represent the organization alongside staff at key community events or public-facing functions when requested.
- **Financial Health:** Partner with the Treasurer to review financial reports, ensuring strong fiscal accountability.

Qualifications & Skills

- **Experience:** Prior experience serving on a nonprofit board of directors is highly preferred, but not required. Experience within health, social services, or disability advocacy sectors is an asset.
- **Leadership Skills:** Proven track record in organizational leadership, meeting facilitation, and consensus-building.
- **Communication:** Exceptional diplomacy and relationship-building skills to manage dynamics between independent board directors and full-time staff.
- **Commitment:** Passion for advancing inclusion, acceptance, and specialized support for the autism community.

Time Commitment

- Estimate of **3 hours per month**, including preparing for and running evening board meetings online, checking in with the Executive Director, and attending occasional community events.

How to Apply

Interested leaders are invited to submit their expression of interest and a brief resume outlining their governance experience to the Nominations Committee at autism@mnsi.net by **September 30, 2026**.