Volunteer Role: Special Education Advisory Committee (SEAC) Representative

Under O.Reg. 464/97 of the *Education Act*, each school board and school authority must establish a Special Education Advisory Committee (SEAC). These committees are made up of elected school board trustees, representatives from local associations with an interest in special education, and community members.

Autism Ontario can have a representative and an alternate on each school board's SEAC. If there is only one volunteer, they will be the representative. If there are two volunteers, there will be one representative (REP) and one alternate (ALT). SEAC volunteers are guided and supported by Autism Ontario's regional People & Family Experience Coordinator (PFEC).

Duties	REP	ALT
• attend one mandatory 50-minute virtual volunteer on-boarding session, led by Autism Ontario, and complete all necessary training modules (approx. 80 minutes to complete)	✓	✓
• attend one mandatory 50-minute virtual SEAC orientation session, led by Autism Ontario	✓	✓
• attend two mandatory 50-minute virtual information sessions per school year, led by Autism Ontario, to discuss topics of interest and emerging or urgent priorities in the education system	✓	✓
• attend SEAC meetings for the school board (virtual or in-person, depending on the board) and not miss more than 3 consecutive SEAC meetings, failing which removal from role is possible	✓	optional
• attend SEAC meetings for the school board if REP can't attend		✓
• complete a short online meeting report after each SEAC meeting and share with their PFEC	✓	
• receive agenda items and key messages from Autism Ontario to present to their board's SEAC	✓	
• make recommendations to their board aligned with Autism Ontario position statements	✓	
• participate in their board's annual review of its Special Education Plan	✓	
• participate in their board's annual budget process as it relates to special education	✓	
• maintain regular communication with their SEAC partner (REP or ALT) and PFEC	✓	✓
• participate in two mandatory group check-ins between the PFEC, REP and ALT each school year (approx. 15-minute Teams call)	✓	✓
• review and stay updated on items shared by Autism Ontario related to the education sector, including Autism Ontario's public position statements, media releases, and government policy recommendations	✓	✓
• attend optional 30-minute virtual sessions, offered 3x per school year, for those who prefer to discuss Autism Ontario's public position statements, media releases, and government policy recommendations related to the education sector	optional	optional

Requirements of SEAC representative and alternate (per *Education Act* – Ontario Regulation 464/97):

- over the age of 18
- Canadian citizen
- reside within the school board's jurisdiction
- be a public school elector qualified to vote for members of that school board
- not be an employee of the school board
- not have been convicted of an indictable criminal offence

Additional requirement:

- be a member of Autism Ontario

Expectations:

- be an ambassador of Autism Ontario and advocate for its mission within the community
- be aware of the scope of the PFEC role and maintain communication with their area's PFEC
- present a professional decorum and a friendly manner
- be dependable and punctual
- be courteous and personable when dealing with people and maintain confidentiality of Autism Ontario program participants, volunteers, partners, and donors

Autism Ontario's recruitment process:

- provide a satisfactory reference check and Vulnerable Sector Check (cost incurred by candidate)
- complete a 30-minute virtual volunteer interview and be chosen as the successful candidate
- read, acknowledge and sign Autism Ontario's volunteer policies & volunteer agreement

Benefits:

- help shape the future of special education in Ontario
- build knowledge of the education system
- develop leadership, advocacy, and collaboration skills
- attend training and information sessions
- participate as a member of a team