

## TERMS OF REFERENCE

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### **ISAAC Canada**

ISAAC Canada is a recognized chapter of ISAAC, the International Society for Augmentative and Alternative Communication

#### **1. Purpose**

ISAAC Canada (henceforth referred to as the association) has five major purposes.

- 1.1. The first major purpose of the association is to educate and provide information to local, provincial, and federal governments within Canada to ensure equitable funding is sufficient and available for people who have complex communication needs.
- 1.2. The second major purpose of the association is to work toward reducing barriers and increasing opportunities for people who have complex communication needs.
- 1.3. The third major purpose of the association is to work toward ensuring stakeholders have access to education and learning opportunities regarding the current state of AAC.
- 1.4. The fourth major purpose of the association is to maintain ongoing communication with members.
- 1.5. The fifth major purpose of the association is to work with its membership and AAC related non-profit organizations to advance its objectives.

#### **2. Members**

All members of ISAAC international who reside in Canada are automatically members of the Chapter.-Members are represented by the Executive Committee in pursuit of the five purposes of the Chapter as outlined above.

- 2.1. Benefits of membership – Members receive regular correspondence from the association (including newsletters, membership directory and access to the website and social media) on its activities and on other items of importance relating to AAC in Canada. Members receive discounted rates to ISAAC sponsored events, products, and publications.

#### **3. Dues**

Dues are set by the Executive Committee in accordance with the terms of reference of ISAAC International. Changes in dues structure are subject to ratification by simple majority vote of the association's National Council (see section 5 for a description of the National Council).

#### **4. Operation**

A National Council oversees operations of the association. The everyday business of the association is carried out at regular meetings of the Executive Committee (see section 5 for a description of the Executive Committee). Meetings of the association can be carried out in-person, via telephone, or via an online video-conference platform.

4.1. Meetings of the National Council - The National Council will meet at least twice a year (typically in January and June) and, in addition, should endeavour to hold a General Meeting of the Association on a biennial basis. The quorum for National Council Meetings is six (6) members. The President sets the agenda for meetings of the National Council and a simple majority determines the disposition of motions. In the case of a tie vote, the President holds a second and deciding vote.

4.1.1. **General Meeting** - The National Council should endeavour to hold a General Meeting of the Association on a biennial basis. All members will be informed of the General Meeting including its time, place, and modality (face to face or virtual). When a meeting of the National Council is designated a General Meeting of the Association, the quorum is ten (10) members and a simple majority determines the disposition of motions. In the case of a tie vote, the President holds a second and deciding vote.

4.2. Meetings of the Executive Committee – The Executive Committee will meet on a regular basis as determined by the President. The quorum for meetings of the Executive Committee is four (4) members. The President sets the agenda for meetings of the Executive Committee and a simple majority determines the disposition of motions. In the case of a tie vote, the President holds a second and deciding vote.

#### **5. National Council**

The National Council consist of Regional Councillors, at least one from each of the five regions, a person who uses AAC, and the Executive Committee. The Executive Committee is comprised of the President, the Regional Councillor from the President’s region, a Secretary, a Treasurer, a person who uses AAC, and Standing Committee Leads. All individuals on the National Council, the Executive Committee, and Standing Committees should be ISAAC Canada members and at least one member should be French Speaking.

##### **5.1. Regional Councillors**

5.1.1. Regions – Association membership is divided into five regions with each region having one or more Regional Councillor(s). Each region is entitled to the operation of the Executive Committee on a rotating basis. When there is no region that can form the Executive Committee, the Executive Committee can be made up from members from any region.

The regions are as follows:

Region 1 – British Columbia and the Yukon;

Region 2 - Alberta, Manitoba, Saskatchewan and the Northwest Territories;  
Region 3 – Ontario and Nunavut;  
Region 4 – Quebec, Newfoundland/Labrador  
Region 5 - New Brunswick, Nova Scotia, Prince Edward Island.

5.1.2. **Person who uses AAC (PWUAAC)** – At least one PWUAAC will sit on the National Council. This person may be from any one of the five regions, with the aim of having PWUAAC from various regions participate in the National Council meetings. The PWUAAC represents members who use AAC. This position receives a sponsored membership to ISAAC Canada.

5.1.3. **Duties of Regional Councillors** – Regional Councillors are responsible for supporting the mandates of standing committees and the formation of ad hoc committees as directed by the Executive Committee. Regional Councillors are responsible for disseminating information from ISAAC Canada to their region and staying up to date of AAC activities and initiatives in their regions. Regional Councillors attend all meetings of the National Council.

5.1.4. **Determination of Regional Councillors** – The outgoing Regional Councillors will nominate incoming Regional Councillors until such time as the size of the membership and the scope of the association’s activities allow for general elections within the regions.

5.1.5. **Limitations to Term of Office** – Regional Councillors should serve for no more than two consecutive terms, for a total of eight (8) years.

## **5.2. Executive Committee**

All Executive Committee positions are 4-year positions with the exception of the President-Elect. Executive Committee members should serve for no more than two consecutive terms, for a total of 8 years.

**Duties of Executive Committee Members** – Executive Committee members attend all meetings of the Executive Committee and the National Council

### **5.2.1. President**

- The President oversees all projects and activities of ISAAC Canada.
- The President sets the agenda for, and presides over, meetings of the Executive Committee, meeting of the National Council and general meetings of the association.
- The President is the representative for ISAAC Canada members to ISAAC International.

- The President is a member of the ISAAC International Council. As a member of the ISAAC International Council, the President will interact with the Chair of the Council regarding matters related to ISAAC International and ISAAC Canada.
- The President will attend the ISAAC International Council Meeting, which is held prior to each ISAAC Biennial Conference.
- The President sets the agenda and chairs the Chapter meeting at the ISAAC Biennial Conference. The President attends the Chapter Presidents meeting at the ISAAC Biennial Conference.
- The President is the contact between ISAAC Canada and the ISAAC Secretariat. The President fields any queries that come to the Secretariat that relate to ISAAC activities in Canada.

#### 5.2.2. VP - Person who Uses AAC (PWUAAC)

This position receives a sponsored membership to ISAAC Canada

- The PWUAAC will represent members who use AAC and (as appropriate) their families
- The VP who uses AAC will liaise with the AAC Connections Committee
- The VPWUAAC will carry out tasks as assigned by the President.
- In the absence of the President, the VP who uses AAC presides over meetings of the Executive Committee, National Council meetings, and association general meetings.

5.2.3. VP without Portfolio – The VP without Portfolio is responsible for special projects and assignments. The VP without Portfolio will participate in all Executive and National Council meetings and will carry out tasks as assigned by the President.

#### 5.2.4. Secretary

- The Secretary is responsible for keeping records of National Council and Executive Committee meetings.
- The Secretary is responsible for disseminating information (including newsletters) to members of ISAAC Canada.
- The Secretary (or designate) takes the minutes of the Chapter meeting at the ISAAC Biennial Conference.
- The Secretary will communicate with the Secretariat regarding member information.
- The Secretary will carry out tasks as assigned by the President.

#### 5.2.5. Treasurer

- The Treasurer is responsible for the receiving and dispersal of association funds.
- The Treasurer is responsible for communicating with the Secretariat regarding the finances of ISAAC Canada.

- The Treasurer will request financial statements from the Secretariat prior to National Council meetings, or as requested by the President.
- The Treasurer will provide financial information to the membership during the Chapter Meeting at the ISAAC Biennial Conference.
- The Treasurer will also present a running balance to the Executive Committee at Executive Meetings.
- The Treasurer will oversee fundraising activities for ISAAC Canada.

#### 5.2.6. President-Elect

This is a two-year position. The President-Elect will become President at the end of the two-year term. During the two-year term, the President-Elect will assist the President in overseeing all ISAAC Canada projects and activities. The President-Elect is also available for special projects and assignments as required.

### 5.5 . Standing Committees

Standing committees are established by the Executive Committee as required to fulfill the purposes of ISAAC Canada (see section 1). Any change to standing committees is subject to ratification at the next general meeting or by e-mail voting by the membership.

Duties of Standing Committee Members – Standing Committee Members are tasked with leading the committees that fall out of the purposes of ISAAC Canada (see section 1). The Committee Members will participate in all Executive and National Council meetings. Executive Members *may* also take on the role of one of more committee leads in the absence of persons to fulfill the role.

- 5.2.6.1. *Political Advocacy (Collaborate with CDAC, CCAA)*
- 5.2.6.2. *Communications (Newsletter, Social Media)*
- 5.2.6.3. *AAC Awareness (AAC Awareness Month)*
- 5.2.6.4. *AAC Connections – Breaking the ICE*
- 5.2.6.5. *Professional Learning*
- 5.2.6.6. *Membership*

5.3. Ad hoc Committees – Ad hoc committees may be established by the Executive Committee as required.

5.4. Length of Term and the Filling of Vacancies – All members of the National Council and all members of the Executive and Standing Committees, (except for the Past President and President Elect) serve for four (4) years. The Past President serves for two (2) years following their four years as President. The President Elect serves for two (2) years prior to their four-year term as President. In the event of any vacancy, the Executive Committee will appoint a replacement.

## **6. Changes to the Organizational Structure**

– Any member of the National Council may initiate changes and/or amendments to the organizational structure of the association. A two-thirds (66%) majority of all members of the National Council is required for adoption.

# Organizational Chart

