



SFASA New Board Member Onboarding Outline

WELCOME TO SFASA!!! You are now a proud board member of a stellar community organization that now has 50 years of serving Bay Area families with autism through events, education, resources, and advocacy.

Background and General Overview:

Our organization started and continued as a volunteer-based organization until just a couple of years ago when the Board of Directors decided to take a big step and bring in some paid support to help. This has led to where we are today—still a primarily volunteer-board-run affiliate but with now four paid part-time contractors to help take us to the next level.

All services are focused on meeting the ever-changing needs of our Bay Area residents who have an individual with autism in their family or who are providing services for an individual with autism. We provide activities that are safe and secure for the entire family throughout the Bay Area typically at a nominal cost. We offer vital resources for all types of referrals through our Information and Resource Line. Lastly, we have a world-renowned annual Autism Conference that is attended by hundreds of family members and service professionals each year at Stanford University.

We are looking to expand our impact over 2024 and beyond. We would like to spread our activities more evenly throughout the greater Bay Area. We are also looking at how to address other important needs or gaps in services that our families are experiencing. To that effect our Board of Directors along with our staff is now tackling critical infrastructure voids, and we will be moving forward with some basic strategic thinking about any bigger issues that we feel we could contribute toward resolving for the community that we so love.



SFASA as part of Autism Society National:

We are one of the largest of the 70 state and local affiliates of Autism Society National. We have a loose affiliate agreement, which allows us to benefit from the name recognition of such a large grassroots organization while remaining free to conduct our affiliate activities as we see fit for our local community. National offers us many resources that we can utilize for advocacy, fundraising, etc. They are currently trying hard to meet the individual needs of their many affiliates, but of course, it is a work in progress.

SFASA Organizational Documents:

To help you become more familiar with SFASA and to prepare you for your board activities, we are attaching the following documents for your review:

Current Organizational Budget

Copy of latest financials

Board Contact List

Advisory Board List

Board Bylaws

Org Chart

Current Year Board Meeting Schedule

Board Committee Lists

Operations Handbook

Copy of our IRS Tax Exempt Letter



Dec 2023 Operational Assessment Report by LD

Orientation Meetings:

Depending on when you become an official board member, there may be time before the next board meeting to schedule your meet and greets. Or you may attend your first board meeting and then do these after. There is no rush, we will accommodate your schedule. We just want to make sure your questions are answered, and you feel an active and important member of this amazing organization.

It is recommended that you meet with the following people:

Board President Sara Kole

Vice President Greg Nemitz

Secretary Jill Escher

Treasurer Alicia Mesa

Administration Manager Anne Goff

Director of Fundraising and Operations Leslie Davis

Also, any Committee Chair whose committee you wish to join

New Board Portal:

We are very excited to announce the launch of the SFASA Board Portal. Each board member will have their individual login and access to both group and individual documents. This portal will make it much easier to access information without pouring through many emails. You will be able to see committee meeting schedules. You will be able to look at the latest monthly financials. You will be able to submit any receipts and your expense log for reimbursement. You will be able to see how your fundraising is



tracking—which of your contacts are donating— so that you can give a personal special thank you in addition to what we what we send as a society.

This is one more step in the right direction for giving us all the building blocks we need to be more effective in meeting our mission.

Board Buddy Program:

Who can help you become acclimated to the organization?

Answer – your board buddy. A current “OG” Board Member will be assigned to you so that you have assistance for big and small questions that may pop up.

You can make the board buddy pairing whatever you would like it to be: a monthly zoom, lunch, coffee, happy hour, etc. You can just go back and forth via text or email. It is just one more way that we would like to make your transition to our board a great one.

What do we need from you now that you are “official”?

Your contact information: name, nickname, home address, phone number, email address, place of employment if any, your “tie” to SFASA, your birthday (month and day).

A headshot & short bio for the website: In no more than 150 words, tell our community who you are. Not only will we be using the photo and bio for the website, we use the bio for various grants.

Your desired committee positions: Everyone must sit on one committee, but we will not dissuade you whatsoever from sitting on multiple committees. We are happy you are joining us, so please volunteer in any way you feel comfortable.