

WASHINGTON ASSISTIVE TECHNOLOGY ACT PROGRAM (WATAP) ADVISORY COUNCIL GUIDELINES

Council Mission:

It is WATAP's mission to promote assistive technology to enhance independence for Washington residents with disabilities of all ages.

The Advisory Council's role is to provide input and guidance for the activities and priorities of WATAP, and to inform and educate organizations and consumers who benefit from WATAP's resources.

Council Membership:

- The Council has a minimum of eleven members which must include:
Six members who are consumers with disabilities or parents of people with disabilities. These members should represent diverse geographic, economic, social, racial and disability populations.
 - A representative from each of the following:
 - Office of superintendent of Public Instruction (OSPI),
 - Division of Vocational Rehabilitation (DVR),
 - Department of Services for the Blind (DSB),
 - Workforce Investment System, and
 - Centers for Independent Living (CILs).
 - These members are not counted among the consumer representatives described above.
- Additional members may be appointed as long as a majority of the total membership are consumers with disabilities or parents of individuals with disabilities who are not agency representatives.
- Individuals who wish to serve on the Council must send a letter of application to WATAP which describes their interest, experience, ability to meet commitment and attendance requirements, and the category (consumer, parent, or agency representative) they wish to represent on the Council.
- Membership terms are two calendar years beginning in January. A member can serve two consecutive terms.
- Members should have:
 - An interest in/experience with assistive technology (AT);
 - A connection to the community or organization they represent;
 - A desire to commit to and serve on the council.

Responsibilities of Members

- Commit to the term of service: attend the 3 in-person and 3 teleconference meetings scheduled each year;
- Encouraged to serve on at least one active committee during a term of service. If a member is unable to keep this commitment, WATAP staff (with consultation from the Executive committee) may remove the member from the council and appoint another applicant to fill the vacancy.
- Become familiar with WATAP services and partnerships.
- Assist in developing the goals and activities of the Advisory Council.
- Act as a communication link to people and organizations in the community.
- Make recommendations to staff regarding program activities including:

- Assistive technology device acquisition for the demonstration and loan library
- Outreach strategies including use of social media
- Program/partnership expansion
- effectiveness and comprehensiveness of program's statewide
- With assistance from WATAP, communicate with state government officials regarding the benefits of AT devices and services for people with disabilities.

Committees:

- The Executive Committee
 - The Executive Committee works with WATAP staff to plan meeting agendas, to coordinate council membership recruitment, and will be available for consultation to staff between meetings as needed.
 - Nomination and selection of committee positions will happen at the February In-person meeting of each year. The 3 committee positions are Chair, Vice Chair and Member-At-Large. Generally, it will be expected that the previous year's Vice Chair will move into the Chair position and a new Vice Chair and Member-At –Large will be nominated and elected to serve. Each term is for one year.
- Other committees will be appointed as standing committees or as ad hoc committees as needed to conduct activities of the Council. Current ad hoc committees are:

Meetings:

- The council meets every other month on the second Wednesday.
- Meetings alternate between a 4-hour in-person meeting and a 1-hour teleconference.
 - The in-person meetings occur in April, August, and December.
 - Teleconference meetings occur in February, June, and October.
- The meeting agenda, any minutes of the previous meeting, and other required documents will be sent to council members at least two weeks prior to the scheduled meeting.