

Resource G: Accommodations Checklist



Joining a Board of Directors or a Committee can be very intimidating. Supporting meaningful participation by being proactive in finding and supporting accommodations of new Board or Committee Members is valuable.

When a new Board or Committee Member with an intellectual disability joins the Board of Directors or a Committee, it will be helpful for their Board or Committee Mentor or Support Staff to complete this Accommodations Checklist with them. The new Member, along with their Board or Committee Mentor or Support Staff, can send a single email to the Chair of the Board or Committee sharing information that may help other Board or Committee Members create a welcoming, inclusive, and positive meeting experience for everyone.

Accommodations Checklist: to be completed by the new Board or Committee Member and their Board or Committee Mentor or Support Staff.

Check off any that apply and provide more information where applicable.

I need help with understanding the purpose of Board or Committee meetings and the types of topics discussed and the decisions made.

I need help with understanding what bylaws are.

I need help with understanding what type of materials I will receive and need to review before Board or Committee meetings, and reference during the meeting.

I need Board or Committee materials to be adapted so I can better understand the content (for example: large font size is helpful, translation to my first language, use of Braille, screen reader friendly, or other accommodations).

I need help understanding how Board and Committee meetings run and how “Robert’s Rules of Order” work, so I can participate in meetings with confidence.

I need to learn about the different types of roles people fulfill on the Board or Committee, like Chair of the Board, Treasurer, Secretary, etc., and who fulfills those roles on the Board or Committee.

I will need friendly reminders about upcoming Board or Committee meeting dates, times, and location (in-person or virtual), or other Board or Committee related activities.

I need some physical help (for example: to help me locate the meeting room, use stairs safely, open doors, carry food or drinks, assist with cutting food, assist in washroom, or other).

I might need help during the Board or Committee meeting to help me better understand a topic, or to let me know when to share my opinion and when to finish speaking and give someone else a turn.

I might need someone to help the other Board or Committee Members understand my specific needs so they too can support me to be a contributing Board or Committee Member.

Other accommodations that can help me: