

# Accessibility Coordinator / Accessibility Working Group Duties

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Some institutions, including the Manitoba government, have designated individuals to coordinate accessibility initiatives at the department or branch level. Adapt the following list of duties to fit your organization.

## Accessibility Coordinator

Responsible for coordinating accessibility initiatives of an administrative body and must be familiar with its programs and priorities.

### Duties

- Help senior officials develop an Accessibility Plan and coordinate accessibility initiatives.
- Create and coordinate an accessibility working group.
- Ensure public information and events are accessible. Include the offer to provide information in alternate formats and disability accommodations (Example: “active offer”).
- Provide expertise to colleagues and clients to ensure accessibility.
- Include accessibility awareness in staff training and orientation.
- Monitor progress in implementing the Accessibility Plan and track costs related to disability accommodations.
- Use this information in your organization’s reports and when developing the next plan.
- When new policies or programs are introduced, consider accessibility needs and provide advice on removing barriers.
- Stay up-to-date on compliance requirements for new standards under the AMA as well as new technology and resources to help the organization maximize accessibility.

# Accessibility Coordinator / Accessibility Working Group Duties

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## Accessibility Working Group

Members should represent various branches of the organization – from frontline workers to senior management – especially those who work directly with the public.

### Duties

- Participate in developing and introducing the Accessibility Plan.
- Monitor its implementation.
- Provide expertise from the branch or function represented to ensure accessibility is integrated into policies and programs throughout the organization.
- Fulfill the duties of the accessibility coordinator related to information, training and accessible public interaction of the branch or function represented. Monitor progress.
- Integrate accessibility priorities into the operational plan and budget of the branch or function represented.

## Senior Management

Managers to provide leadership in introducing and implementing initiatives, ideally acting as accessibility champions.

### Duties

- Sign off on Accessibility Plan and reports related to accessibility.
- Include accessibility coordination duties on job descriptions and performance review.
- Integrate accessibility priorities into the organizational plan and budget.