

Leadership Development Committee Fact Sheet

Leadership Development Committee (LDC)

Based upon recommendations approved by the Board of Directors related to its leadership model, CEC will institute a comprehensive and inclusive process to ensure a highly competent, diverse and inclusive volunteer leadership base by establishing a Leadership Development Committee (LDC). A goal of the LDC is to identify, nurture and develop leadership potential and skills in emerging leaders. Duties of the LDC include intentionally identifying, cultivating, recruiting, and orienting, a well-qualified and diverse pipeline of volunteer leaders for board and committee positions that are responsive to the current and future needs of CEC. The LDC replace the Nominations and Elections Standing Committees.

- The LDC will consist of 9-11 members, at least three fourths are CEC members. The total number shall include 2-3 thought leaders in voting positions.
- All members, other than thought leaders, should have CEC governance experience and meet the established Knowledge, Skills, Abilities (KSAs).
- Terms will be for three years (staggered), with two consecutive terms maximum.
- The first LDC will be appointed by the board based on recommendations from the Governance Assessment Workgroup and chaired by the Immediate Past President. Thereafter, members are appointed by the Board based on recommendations from LDC. The chair must be former board member.

Eligibility:

To run for the Leadership Development Committee, candidates must be:

- an active member of CEC for the past three years, with a minimum total of five years membership.
- not a full- or part-time employee of CEC within the past three (3) years
- not a member of the Board of Directors at the beginning of the term of appointment

Chair requirement: The chair must have CEC board experience.

Responsibilities: Members have five core responsibilities:

- Complete an orientation to the application review process
- Become familiar with the strategic direction and the leadership needs of the association
- Solicit, evaluate, vet, and screen prospective candidates
- Recommend candidates for the slate (board and committees)
- Maintain confidentiality throughout the process

Additional responsibilities include participating in face-to-face and conference call meetings, communicating with the candidates and their references (e.g., soliciting additional information), and staying abreast of updates and information on the committee's online community.

LDC Operations

- The LDC will employ a formal, rigorous process to identify individuals for leadership positions modelled on best practices from both the association and human resource management professions. This process starts with the identification of the specific Knowledge, Skills and Abilities (KSAs) critical to success in each leadership position. These KSAs, in turn, serve as the criteria by which an individual is assessed and, if s/he meets those criteria, selected for consideration by the board or committee to fill open positions. Importantly, members of the LDC itself will be identified and selected with the same formal, rigorous process.
- The LDC is responsible for not only slating potential candidates for the board, but also for committees.
- To ensure both the competence and diversity of the CEC volunteer leadership pool, the LDC is responsible for the training and development of candidates for all board/committee positions. With input from the board and committees based on their current and future needs, this training program will ensure understanding of CEC's programs, products and services, strategic plan and mission, as well as the fundamentals of volunteering for a non-profit with a professional staff. These responsibilities include:
 - Creating assessment processes for identifying potential leaders based on established best practices literature of non-profit boards.
 - Designing systematic leadership development materials and procedures for potential members of the board, the LDC, and standing and advisory committees.
 - Designing and maintaining a leadership development curriculum for all board and committee members.
- The new model adds a measure of accountability by measuring performance. The Board President will issue a report on CEC's volunteer leadership program, including metrics on inclusion and diversity. The report will be communicated through *Special Education Today*, posted to cec.sped.org, as well as presented at the meeting of the Representative Assembly during the convention.