**COUNCIL FOR EXCEPTIONAL CHILDREN**

**Committee Application Preview**

**2021 Positions**

**About CEC Committees:** [[CEC committees](https://www.cec.sped.org/About-Us/CEC-Leadership/Committees)](https://exceptionalchildren.org/about-us/committees) are responsible for advising the Board of Directors in their particular areas and/or execution of specific activities/programs. All committees report to the Board of Directors.

Committee members are nominated by the committee chair/chair-designate for approval by the President from completed applications received by the deadline.

* **The Finance and Audit Standing Committee** addresses the financial stability of the CEC and recommends to the Board of Directors the action to be taken on the annual program plan and budget.
* **The Honors Committee** publicizes CEC’s Professional awards to ensure outstanding entries; seeks and solicits nominations; evaluates the nominees for each category and selects recipients.
* **The Policy Steering Committee**  develops and maintains a multiyear public policy agenda; solicits member input on policies and positions; recommends issues requiring information for and action by members; assist CEC in developing a process for measuring the effects of policy and advocacy actions on legislative and regulatory outcomes.
* **The Professional Standards and Practice Committee** studies the area of practice standards and advises the Board of Directors regarding CEC professional policies and activities and the development of guidelines and materials to assist the field in meeting the Council’s professional standards.
* **The Yes I Can Committee** publicizes the YIC awards to ensure outstanding entries; seeks and solicits nominations; evaluates the nominees for each category and select recipients; and plans an awards ceremony.

**NOTE:** There is a separate application for the Policy Steering Committee.

**Time Commitment:** Committee members are expected to be well-prepared for and actively participate in all meetings and online discussions, and to carry out tasks as assigned. The time commitment is, on average, two to three hours per month for conference calls and other activities, such as online discussions, reviewing materials, etc.

**INSTRUCTIONS:** The [online Committee Application Form](https://www.surveymonkey.com/r/PDGBC2H) must be completed by any CEC member wishing to be considered for service on a [[[CEC committee](http://www.cec.sped.org/About-Us/CEC-Leadership/Committees)](https://exceptionalchildren.org/about-us/committees)](https://exceptionalchildren.org/about-us/committees). It is recommended you respond to the questions using the form below, then copy and paste your responses into the online form. As an alternative for applicants requiring accessible materials, you may submit this Word document via email to [Sharon Rodriguez](mailto:srodriguez@exceptionalchildren.org), Director of Governance and Executive Services.

**DEADLINE: All materials must be received no later than 12:00 pm ET, November 24, 2020.**

**Questions?** Contact [Sharon Rodriguez](mailto:srodriguez@exceptionalchildren.org).

**Candidate Information**

Full name

Other name or nickname you prefer to be called, if applicable

Preferred Email

Cell Phone #

Alternate Phone #

Preferred Address (include city, state/province or country and postal code)

**Please indicate the committee(s) for which you are applying:**

* Finance and Audit; 2 positions, 3-year terms
* Honors; 2 positions, 2-year terms
* Professional Practice and Standards; 2 positions, 3-year terms
* Yes I Can; 2 positions, 2-year terms

**Applicant Questions**

What inspired you to apply to the committee(s) indicated above? (Limit 150 words for each committee if more than one selected.)

What are your leadership experiences (local, state/provincial, and/or national/international levels) in both professional and volunteer organizations? Please include position description and dates. (Limit 250 words.)

What are your top three attributes and how would they make you an effective member of the committee? (Limit 150 words.)

When divergent ideas present themselves, teamwork can be challenging. Please describe a time when you made a point that you knew your colleagues would be resistant to, the reactions, and the outcome. (Limit 100 words.)

**Finance and Audit Standing Committee applicants only:**

Please address your experience in overseeing the financial health and accountability of an organization. Please provide specific information regarding your experience with developing and managing a budget, financial reporting and accountability requirements, grants and fundraising, understanding financial statements, and transparent communication with colleagues. In addition, please include your role and the type(s) of organization(s) (e.g., school corporation, special education program, university program/department, school board, not-for-profit organization) in which your experiences have occurred.

**Professional Standards and Practice Committee applicants only:**

Please address your experience working with standards. Describe each type of standards work with specificity about the standards granting agency, your role in that process, and any outcomes.

**Primary Professional Position**

What is your current primary professional position?

Current Primary Position Title

Agency, Organization or Institution

City, State/Province, Country

**Secondary Professional Position (if applicable)**

What is your current secondary professional position?

Current Secondary Position Title

Agency, Organization or Institution

City, State/Province, Country

**Education**

Highest degree. Please include degree type (abbreviation), institution, major and year.

**CEC Membership**

Membership Number

Number years you have been a CEC member

State/Provincial Unit Membership

Division Memberships

**Demographic and Diversity Information**

One of CEC's core values is Inclusiveness. We demonstrate this by a commitment to diversity, caring, and respect for the dignity and worth of all individuals. The CEC Board of Directors is committed to this core value so, while your responses to the following questions are optional, they will help CEC in its ongoing efforts to ensure diversity within its volunteer leadership.

**Age Range**

1940s or earlier

1950s

1960s

1970s

1980s

1990s

2000s

**Ethnicity (indicate all that apply)**

American Indian, Alaska Native or First Nations

Asian

Black or African American

Hispanic, Latino/a or Spanish

Middle Eastern

Native Hawaiian or Pacific Islander

White

Other (Please specify)

**Gender, Gender Identity or Sexual Orientation**

**Exceptionality/Disability**

**Country of Origin**

**Native Language**

**Diversity Information**

There is such a great range of individual backgrounds and experiences that cannot be easily conveyed by answering demographic questions.

CEC defines diversity to include race, ethnicity, culture, language, age, (dis)abilities, family status/composition, gender identity and expression, sexual orientation, socioeconomic status, religious and spiritual values, geographic location, and country of origin.

Given this definition, how do you identify or describe your own diversity? (Limit 150 words.)

**Did we miss anything?**

Is there anything else about yourself or your experiences you would like to share? (Limit 100 words.)

**Vita/Resume**

Upload your vita/resume. If you come back to edit your responses, you will not see any previously uploaded document.

If you are unable to upload your vita/resume, please email it to [Sharon Rodriguez](mailto:srodriguez@exceptionalchildren.org).

**Eligibility and Conditions**

Committee members must be members of CEC and must maintain CEC membership for the duration of their term. Failure to do so will result in removal from the committee.

Membership on committees is determined by the chair, or chair-designate where one exists, subject to approval by the President.

A committee member may be removed from office for just cause by the committee chair with approval of the President.

Appointed committee members must complete a Committee Member Agreement, Conflict of Interest and Disclosure Statement.

I understand that all committees report to the Board of Directors through an interim and year-end report. I have the right to have the chair include in any report to the board anything with which I may disagree.

I have read and understand the Eligibility and Conditions information.

Yes / No

**We’d like to know…**

How did you hear about the opportunity to apply for a committee?

Special Education Today

CEC Social Media

CEC Website

Unit/Division Communication or Website

Another CEC Member

Other