**COUNCIL FOR EXCEPTIONAL CHILDREN**

**Leadership Development Committee**

Preview Application

(3-year terms beginning ­­­September 1, 2021)

We are honored that you are interested in serving as member of the Leadership Development Committee (LDC). As a professional association of educators dedicated to advancing the success of children with exceptionalities, we seek committee members committed to our core values of visionary thinking, inclusiveness and integrity that reflects CEC's view of [diversity](https://exceptionalchildren.org/about-us/our-values) and the constituencies that we serve.

Thank you for considering a position on the LDC and for the time and thought that you will be putting into this important aspect of building a stronger, more strategic board. This will help ensure that CEC has the capacity to serve its members and the field through its work in advocacy, standards and professional development.

Sincerely,

The Leadership Development Committee

**The Process:**

**Step 1:** Please carefully review the following information about serving on the LDC and the full preview application to assess your realistic view of the time and commitment that serving on the committee will require.

Potential applicants are strongly encouraged to email [Sharon Rodriguez](mailto:sharonr@cec.sped.org) ([sharonr@cec.sped.org](mailto:sharonr@cec.sped.org)), Governance Coordinator, to indicate their intent to apply.

**Step 2:** Each applicant should complete the [online application](https://www.surveymonkey.com/r/GQ9DHPP). All application materials must be received no later than **12:00 p.m. EST, Feb. 16, 2021**. Incomplete and late applications will not be considered.

**Step 3:** The LDC will carefully review and assess all applications against the rating rubric to develop a preliminary slate. This is scheduled to be completed March 1, 2021.

**Step 4:** First round candidates will be contacted to complete a brief interview with a member (or members) of the LDC.

**Step 5:** Applicants will again be assessed against the rating rubric to develop a final slate for appointment by the Board of Directors.

**Step 6:** All candidates are scheduled to be notified of the status of their application by the end of April 2021.



**About the LDC:**

**Charge:** Identify, cultivate, recruit, and orient 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.

**Duties include:**

* Conduct an annual needs assessment to determine board leadership needs.
* Assemble a confidential, ongoing list of prospective board and committee members that addresses the needs of the organization.
* Cultivate and recruit a diverse pipeline of potential board and committee members.
* Identify well-qualified candidates for appointment as committee chairs and committee members.

**Composition:** Nine-11 members (including 1-3 external thought leaders), at least three fourths of whom are CEC members. The Immediate Past President serves as an ex officio, non-voting member of the LDC.

**Terms:** 3 years (staggered); two consecutive terms maximum.

**Selection of LDC Members:** Appointed by the Board of Directors, based on a slate of candidates developed by the LDC.

**Eligibility/Requirements:** Candidates must:

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

**LDC Knowledge, Skills and Abilities (KSAs) Aligned to CEC’s Core Values:**

**Visionary Thinker:** Desired KSAs: Keeps the big picture in mind (goal and future oriented) while paying attention to details; objective at all times about what is best for the organization as a whole, rather than what is best for a particular constituency.

**Integrity:** Desired KSAs: Makes independent, informed decisions by relying on data rather than opinions, and takes action when needed; thinks critically, asks questions, and challenges opinions in delicate conversations.

**Inclusive:** Desired KSAs: Interact in group settings, both contributing to and valuing the contributions of all; understands issues from different perspectives; and effectively communicate with a culturally and linguistically diverse groups.

**Information Regarding Committee Service:**

**Committee Meetings:**

* Committee members are expected to be well-prepared for and participate in all meetings and online discussions.
* There is a one-hour conference call every four weeks.
* Additional online discussion and breakout group work throughout the year.
* Two in-person meetings each year, one at the convention; the other in late July/early August. Members with terms beginning Sept. 1, 2021, should plan to attend.

**NOTE: For 2021, CEC is not planning any in-person meetings until July. This timeline will be re-evaluated at a later date.**

**Time Commitment:** Roughly 10-15 hours per month during a slower month and 15-20 during a busier month.

**Expenses:**

* Reimbursable expenses to attend the summer in-person meeting include transportation, parking/tolls, lodging, mileage, and meals.
* Teachers are reimbursed for substitute teachers, if needed, to attend the summer meeting.
* Financial support for attending the convention is not available.

**Instructions:**

**You are unable to be considered as a possible candidate unless all materials have been submitted by the deadline of 12:00 pm Eastern, Feb. 16, 2021.**

This preview is intended to help you complete [[[[the official, online application](https://www.surveymonkey.com/r/9K383PK)](https://www.surveymonkey.com/r/GQ9DHPP).](https://www.surveymonkey.com/r/9F3WJ6R)](https://www.surveymonkey.com/r/GQ9DHPP) by allowing you to prepare your responses in advance, then copy and paste them into the online application. If you must log back in to complete the application, you will need to do so from the same computer. Email [Sharon Rodriguez](mailto:srodriguez@exceptionalchildren.org) with questions about completing the application.

**Accessibility:** As an alternative for applicants requiring accessible materials, you may complete and submit this Word document to [Sharon Rodriguez](mailto:sharonr@cec.sped.org?subject=Board%20of%20Directors%20Application%20Word%20Document), along with the other required elements of the application. Please contact [Sharon Rodriguez](mailto:sharonr@cec.sped.org) if you require any additional accommodations.

**References:** In lieu of letters of recommendation, each candidate must have two [LDC Reference Forms](https://www.surveymonkey.com/r/KPDJMCR) completed. At least one should be from a CEC member. <https://www.surveymonkey.com/r/KPDJMCR>

**THE DEADLINE FOR RECEIPT OF ALL MATERIALS IS 12:00 p.m. EST, Feb. 16, 2021. Incomplete applications or applications received after the deadline will not be considered.**

**Leadership Development Committee**

**Preview Application**

**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)

**How did you hear about the opportunity to apply for the LDC?**

Special Education Today

CEC Social Media

CEC Website

CEC Community Posting

Leadership Development Committee Member

Another CEC Member

Unit//Division Communication/Website

**I have read the preview application.** Yes/No

**Eligibility Criteria**

Candidates must:

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

All members, other than thought leaders, should have CEC governance (unit/division/CEC HQ) experience.

**I meet the eligibility criteria.** Yes/No

**Statement Length**

The statement length indicates the expected length of responses. While it is acceptable to go slightly over or under, the general rule of thumb is to stay within 10% of the statement length. Responses that exceed more than 10% of the statement length will be scored only on the allowable excess.

**Candidate Statements** (Statement length: 250 words each)

Why are you interested in serving on the LDC?

Given the charge of the LDC, what is the most important attribute you would bring and why would it be valuable?

**Leadership Experience** (Statement length: 250 words each))

The LDC recognizes that some individuals’ professional positions prevent them from extensive volunteer activities. Applications will be reviewed with the individuals’ time in the field and related OR relevant experiences in mind. Applicants will be evaluated based on growth potential, filling identified need(s) of the board, and the capability to enhance and advance the work of the LDC.

Describe your experience, professional and/or volunteer, with developing leaders OR leadership potential in others.

In addition to the experience(s) described in #10, describe (a) major achievement(s) and/or experience(s) that will help you be successful on the LDC and why.

**Video Response**

Please provide an "unlisted" video link (not "private") to the following question in the text box below. For more information on setting your video privacy settings see [click here](https://www.youtube.com/watch?time_continue=9&v=_j3pGmiKvxU). If you still need additional assistance, contact [Robin Brewer](mailto:robin.brewer@unco.edu). Your response should be one minute or less.

You are meeting with a CEC member (or group of members) that you feel would be a good leadership candidate.  In one minute or less, explain the impact of pursuing a volunteer leadership role within the organization (for example, why should that person pursue a leadership position in a unit/division, on a committee, on the CEC Board of Directors, etc.). In one minute or less, record the conversation/dialogue you would have with this/these potential candidate(s).

**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**

List highest degree, major, granting institution and year received.

**CEC Membership**

Membership Number

Number years you have been a CEC member

State/Provincial Unit Membership

Division Memberships

**Diversity and Demographic 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. Responses to the following questions will not be scored by the LDC in its slating or published for candidates ultimately slated.

**Age Range (Birth Year)**

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)

**Country of Origin**

**Native Language**

**Exceptionality/Disability**

**Gender / Gender Identity**

Cisgender Male

Cisgender Female

Transgender Male

Transgender Female

Gender Queer / Gender Fluid / Gender Non- Conforming

Other

**Sexual Orientation**

Heterosexual

Gay/Lesbian

Bisexual

Other

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

Given CEC's view of diversity, what facets of your life provide a context for the various experiences and perspectives you bring to discussions and your work? (Statement length: 150 words.)

What else about yourself or your experiences would you like the LDC to know? (Statement length: 150 words.)

**Supporting Documents:**

The following documents must be uploaded to the online applicationby **12:00 pm Eastern, Feb. 16, 2021.** If you are unable to upload either of the required items, please email them to [Sharon Rodriguez](mailto:sharonr@cec.sped.org).

* A resume **not to exceed three pages**.
* A digital photo.
  + A professional photograph is not necessary; a clear digital photograph will suffice (high resolution preferred and will be required of candidates ultimately slated).
  + Only PNG, JPG, and JPEG files are supported.
  + File size limit is 16MB.
  + Please be sure the name of your photo file contains your first and last name (e.g., Liz\_Farrell.jpg).