

COUNCIL FOR EXCEPTIONAL CHILDREN
Board of Directors

Applicant Reference Form

This is a preview of the Reference Form for candidates applying for a position on the Board of Directors. Please complete the online form, [accessible here](#) by 12:00 pm, ET, May 3, 2021.

Accessibility: As an alternative for references requiring accessible materials, you may complete and submit this Word document to [Sharon Rodriguez](#). Please contact [Sharon Rodriguez](#) if you require any additional accommodations.

Candidate's name:

Your Name:

Preferred email address:

Your position and relationship to the candidate:

Are you a member of CEC?

Thank you for agreeing to provide a reference for a candidate for CEC's Board of Directors (BoD). The following information is provided to help you complete this assessment.

CEC's Mission:

The Council for Exceptional Children is a professional association of educators dedicated to advancing the success of children with exceptionalities. We accomplish our mission through advocacy, standards, and professional development.

CEC's Core Values:

Visionary Thinking: Demonstrated by forward-thinking and courageous decision making dedicated to excellence and influence in an evolving environment.

Integrity: Demonstrated by ethical, responsive behavior, transparency, and accountability.

Inclusiveness: Demonstrated by a commitment to diversity, caring, and respect for the dignity and worth of all individuals.

Board of Directors:

The Board of Directors is the governing body of the association, responsible for the ultimate direction of the organization and the management of its affairs. The board may:

- delegate authority to act on its behalf to others, such as committees or workgroups.
- remains legally responsible for any actions taken by any person or entity to whom it delegates authority.

- is responsible for policymaking, while employees are responsible for executing day-to-day operations and implementing board policy.

By advancing to the next section, I agree to reflect on the candidate for the good of CEC as an organization in alignment with its core values and mission, the purposes of the Board of Directors, and the desired Knowledge, Skills and Abilities (KSAs) presented in the following questions.

I agree and will continue.

I will not continue.

Need more information to continue? Contact [Sharon Rodriguez](#), Director of Governance and Executive Services.

Please consider the candidate and provide your perspective on how they reflect our core values and desired KSAs.

Please rate the candidate in terms of being a **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.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Please describe an explicit example of when the candidate has exhibited visionary thinking, demonstrated by forward-thinking and courageous decision making dedicated to excellence and influence in an evolving environment.

Please rate the candidate in terms of having **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.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Please describe an explicit example of when the candidate has exhibited integrity, demonstrated by ethical, responsive behavior, transparency, and accountability.

Please rate the candidate in terms of being **inclusive**.

Desired KSAs: Interacts 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.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Please describe an explicit example of when the candidate has exhibited inclusiveness, demonstrated by a commitment to diversity, caring, and respect for the dignity and worth of all individuals.

Decision-making and problem-solving skills:

Understands and processes large amounts of information (print, online, and oral) effectively and efficiently.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Synthesizes multiple viewpoints and incorporates them into sound decisions.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Articulates ideas, opinions, rationales, and comments in a clear, concise, and logical manner for the needs of the audience.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Achieves practical consensus in group discussions

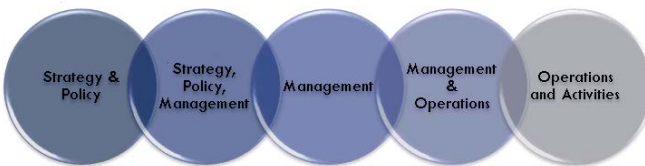
- ☐ Strongly Disagree
- ☐ Disagree

- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Collaborates effectively as well as works independently.

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Slightly Disagree
- ☐ Slightly Agree
- ☐ Agree
- ☐ Strongly Agree

Please indicate where the candidate falls on the following continuum:



- ☐ Strategy and Policy
- ☐ Strategy, Policy, Management
- ☐ Management
- ☐ Management and Operations
- ☐ Operations and Activities

Is there anything else you would like us to know about this candidate?