**![CEC_Letterhead_2C_Final_PRESS[02]]()COUNCIL FOR EXCEPTIONAL CHILDREN**

**Publications Committee Application Preview**

**2021 Positions**

**INSTRUCTIONS:** The [online application form](https://www.surveymonkey.com/r/F7B6N3N) 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, Director of Governance and Executive Services.

**DEADLINE: All materials must be received no later than 12:00 pm ET, March 15, 2021.**

**Questions?** Contact Sharon Rodriguez.

**Committee Charge**

***Journals***

* Recommend editorial policy of CEC’s two journals to the CEC Board of Directors
* Oversee journal editor selection (for approval by CEC Board of Directors) and provide feedback on annual reports of editors
* Provide general oversight and support for the editors
* Ensure the high quality of CEC journals as a trusted source of research findings that support and enhance advances in the field and facilitate putting research into practice
* Ensure equity in editor and reviewer selection, as well as in published authors

***Publications and Products***

* General oversight of books other publications published and sold by CEC
* Direct a regular needs assessment, market research and product evaluation to set publishing priorities
* Recommend strategies for solicitation, review, and approval of new publications, as well as ongoing review of current publications’ viability
* Monitor the relationships between CEC publications; specifically, potential issues of overlap, competition, and/or, redundancy
* Promote equity and engagement of diverse members in publications-related activities
* Incorporate input from subject matter experts as needed to ensure diversity of ideas and topics in publications

By checking the box below, I acknowledge that I have read and understand the committee’s charge.

[ ]

**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.

By checking the box below, I acknowledge that I have read and understand the Eligibility and Conditions information.

[ ]

**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 estimated time commitment is:

* a minimum of two to three hours every quarter to prepare for and participate in committee meetings.
* three to four additional hours every quarter to provide feedback on written materials/draft documents.
* one day annually to participate in an annual meeting.

In any given month, committee members may be required to provide additional hours dependent on specific activities.

By checking the box below, I acknowledge that I have read and understand the Time Commitment information.

[ ]

**Committee Size, Terms and Composition**

The committee will consist of six members. Terms will be for three years. One-third of the committee will rotate off annually. Two new members will be selected each year: one from higher education and one practitioner. The two members in their third year of service will serve as co-chairs for one year.

By checking the box below, I acknowledge that I have read and understand the Size, Terms and Composition and, if appointed, am willing to serve as co-chair for a one-year period.

[ ]

**Committee members should have the following Knowledge, Skills and Abilities (KSAs):**

**Knowledge**

* Be familiar with the association’s mission and core values, and goals (strategic plan)
* Understand the special education profession in different contexts
* Understand the association's publishing activities
* Thorough knowledge of peer review and publishing

**Skills and Abilities**

***Strategic Thinking***

* Keeps the big picture in mind while paying attention to details
* Relies on data rather than opinions
* Thinks creatively and critically, ask questions, and challenges opinions in delicate conversations
* Understands issues from different perspectives
* Understands and processes large amounts of information effectively and efficiently
* Synthesizes multiple viewpoints and incorporates them into sound decisions

***Communication***

* Excellent listening skills
* Articulate ideas, opinions, rationales, and comments in a clear, concise, and logical manner for the needs of the audience
* Effectively communicates with a culturally and linguistically diverse team of other committee members, CEC members, other stakeholder groups, orally and in writing
* Achieves practical consensus in group discussions

***Decision-Making***

* Efficiently makes informed decisions
* Relies on data rather than opinions
* Remains objective about what is best for the whole of the association, rather than what is best for a particular constituency

***Collaboration***

* The ability to build and maintain professional relationships.
* Interacts with ease with diverse constituencies
* Effectively collaborates as well as works independently
* Interact with other committee members in a group setting, both contributing to and valuing the contributions of all members

By checking the box below, I acknowledge that I have read and understand the information on Attributes and KSAs and believe I am a good fit for the committee.

[ ]

**Candidate Information**

Full name

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

Preferred Email

Preferred Phone #

City, State/Province or Country

**Applicant Questions**

What inspired you to apply to the Publications Committee? (Limit 150 words.)

Please note any editorial boards, review panels, or similar groups you have served on, including any current roles. (Limit 250 words.)

Have you authored or edited any books or conducted reviews of books being considered for publication? (Limit 250 words.)

What other experiences have you had that you believe will contribute to/benefit the work of the committee? (Limit 150 words.)

**Primary Professional Position**

Current Primary Position Title

Agency, Organization or Institution

City, State/Province, Country

**Education**

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

**Diversity Information**

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

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, country of origin and professional role.

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? (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.

**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