**COUNCIL FOR EXCEPTIONAL CHILDREN**

**Board of Directors**

Preview Application

(3-year terms beginning ­­­January 1, 2022)

We are honored that you are interested in serving on the Board of Directors of the Council for Exceptional Children (CEC). We value your membership with and service to CEC.

As a professional association of educators dedicated to advancing the success of children with exceptionalities, we seek a board with a diversity of experiences, perspectives and expertise committed to our core values of visionary thinking, inclusiveness and integrity. This will help ensure that CEC has the capacity to advance its mission, and serve its members and the field, through its work in advocacy, standards and professional learning and practice.

Thank you for considering Board of Director involvement and for the personal time and energy that you will be putting into this important aspect of building a stronger Board and, thus, an organization more capable of serving its members and the field.

Sincerely,

The Leadership Development Committee

**The Process:**

In our sincere effort to successfully recruit a well-qualified and diverse slate of candidates, the Leadership Development Committee (LDC) has developed a comprehensive review and selection process, which includes the following steps:

**Step 1**

Potential applicants should carefully review the following information about serving on the board and the full preview application to assess their realistic view of the knowledge, skills and time commitment that board service requires.

Potential applicants are strongly encouraged to email Sharon Rodriguez, Director of Governance and Executive Services, to indicate their intent to apply.

**Step 2**

Each applicant should then complete the electronic application in full. All application materials must be received no later than **12:00 p.m. EST, May 3, 2021**. Late or incomplete applications will not be considered. It is recommended that applicants request their two reference forms as early as possible. See page 4 for further details.

**Step 3**

The LDC will carefully review and assess all applications against the rating rubric to develop a slate for advancing to an interview by May 24, 2021.

**Step 4**

All candidates will be notified of the status of their application. This is scheduled to be completed by May 27, 2021.

**Step 5**

Advancing candidates must sign up for an interview. This is scheduled to be completed by June 4, 2021.

**Step 5**

The LDC will conduct online (recorded) candidate interviews. This is scheduled to be completed between June 7 and July 2, 2021.

**Step 6**

The LDC will carefully review and assess all candidate interviews against the rating rubric to develop a final slate for election. This is scheduled to be completed by July 19, 2021.

**Step 6**

All candidates will be notified of the final status of their application. This is scheduled to be completed by July 23, 2021.

**Step 7**

Slated candidates’ photo, and application responses, including the video response, will be posted to CEC’s website at the start of the election, as well as disseminated through other official CEC communications.

**About the Board of Directors:**

**Board Composition**:

The board will consist of no fewer than 12 members and no more than 15. Of this number, the board may, in its sole discretion, appoint one but not more than three voting Thought Leaders to serve on the board. The board has the authority to determine annually the number of board members necessary to fulfill the mission of the organization.

**Information About the 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.



**Board Powers and Duties**

Directors have no inherent individual authority or power. Their authority and power is exercised collectively as a board. The Powers and Duties of the Board include:

* determining the organization’s mission and purposes and advocating for them
* selecting, supporting and evaluating the chief executive
* ensuring effective planning
* monitoring and strengthening programs and services
* protecting assets, providing financial oversight and ensuring adequate financial resources
* ensuring legal and ethical integrity
* enhancing the organization’s public standing

**CEC Board Member Responsibilities and Expectations**

It is CEC’s policy (board-approved 9-13-2018) that, in discharging his/her duties and responsibilities and responsibilities, each individual board member is expected to:

* promote and protect the interests of the association
* represent the best interests of the membership in board dialogue and deliberations
* uphold the board’s and board member fiduciary responsibilities (the duties of loyalty, care and obedience)
* sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
* follow the organization’s bylaws, policies, code of conduct, operational guidelines and standing rules
* not disclose information that is deemed confidential
* know the organization’s mission, programs, product lines and services
* understand the strategic plan and the needs of the organization
* leverage connections, networks, and resources to help achieve the organization’s mission
* support and protect a leadership culture that values all aspects of diversity
* actively help with board succession planning by identifying well-qualified and diverse potential leaders to strengthen the leadership pipeline
* prepare for, attend, and conscientiously participate in board and Representative Assembly meetings
* commit to learning about issues before the board
* commit to working effectively within a collective decision-making body
* be actively involved in deliberations and ask clarifying questions
* respect the opinions of other board members
* faithfully read and understand the organization’s financial statements and otherwise help the board to fulfill its fiduciary responsibility
* make data-driven decisions based on information rather than opinion

**Information Regarding Board Service:**

Ethics and Code of Conduct: It is expected that the guidelines and practices related to Fiduciary Responsibilities, Conflict of Interest, Confidentiality, and Professional Judgment and Conduct set forth in CEC’s Ethics and Code of Conduct will be followed by all members of the Board of Directors. This Code reflects the values to which CEC is committed on behalf of its members, customers and the profession. The intent is that each member of the Board will serve with integrity and conduct CEC’s business with the best interests of CEC and its members in mind. It is also expected that Board members follow the Operational Guidelines and Standing Rules.

**Board Meetings:** The 2022 board meetings schedule is TBD. Further information based on past years is contained in the “Availability Agreement,” below.

**Expenses:** In order to attend the board and Representative Assembly meetings at the Convention, the registration fee is covered by CEC.

Reimbursable expenses incurred in conjunction with travel to/from Board meetings include transportation, parking/tolls, lodging, mileage, and meals. Teachers serving on the board are reimbursed for substitute teachers, if needed, to attend official meetings of the Board.

**Further Information:** For further information regarding composition, eligibility criteria for elected office, selection of members of the Board of Directors, terms of office and succession, powers and duties, meetings and validity of action, please see [CEC's Bylaws](http://www.cec.sped.org/About-Us/CEC-Leadership/Constitution-and-Bylaws).

**Instructions:**

Please read and follow the instructions below. **You are unable to be considered as a possible candidate unless all materials have been submitted by the deadline of 3:00 pm Eastern, May 13, 2021. Late or incomplete applications will not be considered.**

This preview is provided to help you complete [the official, online application](https://www.surveymonkey.com/r/7FQTYDL). As an alternative for applicants requiring accessible materials, you may complete and submit this document by emailing it, and your supporting materials, to Sharon Rodriguez.

It is strongly recommended that you prepare complete responses to the application questions, then copy and paste them into the online application. If you log back in to complete the application once you have initially started, you will need to do so from the same computer. Email Sharon Rodriguez with questions about completing the application.

**Guidelines for Reference Forms:**

Applicants for member-at-large are required to submit [two reference forms](https://www.surveymonkey.com/r/7XXTJGV) in lieu of letters of recommendation.

***Who should complete my reference forms****?*

You should ask individuals who**:**

* understand the nature and mission of CEC, including *at least one* who is a member of CEC.
* have had multiple opportunities to observe you in leadership roles and address your leadership skills.
* have extensive leadership backgrounds and experience themselves and who can provide input how you embody CEC’s core values and desired Knowledge, Skills and Abilities.

***Important Restrictions:***

* Forms may not be completed by current members of the CEC Board of Directors, Leadership Development Committee or staff.
* If more than the required number of forms are completed, the first two received will be used.

**Board of Directors**

**Preview Application**

**Candidate Information**

Full name

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

Preferred Email

Cell Phone #

City, State/Province or Country

**Candidate** **Statements Length**

The word limit 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 word limit. Responses that exceed more than 10% of the word limit will be scored only on the allowable excess.

**Candidate Statements**

NOTE: 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 board.

1. Describe how your leadership experiences, professional or volunteer, have had an impact on fostering change. (Limit 250 words.)
2. People who apply to a Board of Directors usually stress their communication and collaboration skills. Describe up to three additional skills you would bring to the board and how you believe they would be beneficial. (Limit 150 words)
3. Describe up to three major achievements and/or experiences that will help you be successful on the board and why. (Limit 150 words.)
4. You meet a non-member – or members – at a CEC event. Write the dialogue you would have with this/these potential member(s), explaining the impact being a CEC member and why he/she/they should become a member. (Limit 150 words.)

**Video Response**

Please provide an "unlisted" video link (not "private") to the following question. For more information on setting your video privacy settings [click here](https://www.youtube.com/watch?time_continue=9&v=_j3pGmiKvxU). If you need additional assistance, please contact Robin Brewer. **Time limit: One minute.**

1. What inspired you to apply to the Board of Directors?

**Primary Professional Position**

Current Primary 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

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.

Your responses to the following questions are optional and will not be scored by the Leadership Development Committee in its slating or published if you are slated for election. They will, however, help CEC in its ongoing efforts to ensure inclusion from diverse groups within its volunteer leadership.

**Birth Year**

1940s or earlier

1950s

1960s

1970s

1980s

1990s

2000s

**Ethnicity**

American Indian, Alaska Native or First Nations

Asian or Asian American

Black or African American

I’d rather not say

LatinX, Hispanic ChicanX or Puerto Rican

Middle Eastern or North African

Multi-Racial

Native Hawaiian or Pacific Islander

White of European American

Other

**Gender, Gender Identity or Sexual Orientation**

Cisgender Female

Cisgender Male

Gender Non-Conforming

I’d rather not say

Transgender Female

Transgender Male

Other

**Exceptionality/Disability**

**Country of Origin**

**Native Language**

**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.**

**Responses to the following question will not be scored by the Leadership Development Committee in its slating or published for candidates ultimately slated.**

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? (Limit 150 words.)

**Participation Agreement:**

If elected:

1. I agree that as a member of the board, it will be my job to support the mission of CEC.
2. I will agree to attend board meetings regularly, be well-prepared and do my best to provide valuable input.
3. I will serve in a professional manner.
4. I will collaborate at meetings through offering information and resources and participating in all discussion.
5. I will treat members of the board with respect, valuing all opinions.
6. I will support all decisions put forth by the board and promoted by the organization.
7. Board communications should always be considered confidential and not shared unless authorized by the President. I will adhere to board communication policies.
8. I understand that if I fail to attend more than three of the scheduled meetings (without cause, as determined by the President), I may be asked to step down.
9. If I am unable or unwilling to abide by these terms, I will advise the President. A member of the Board of Directors may be removed by a majority vote of the Board of Directors.
* I have read and understand the Participation Agreement and, if elected, I am willing to abide by terms/conditions thereof.

**Availability Agreement:**

The following applies to a typical year. 2022 meetings have not yet been determined.

The Board has four in-person meetings per year and several meetings via conference call/webinar. One of the in-person meetings is held at the Council's [annual convention](https://exceptionalchildren.org/convention); other(s) are typically held on weekends at the Headquarters office, typically in April, July in conjunction with the Special Education Legislative Summit, and November. In order to attend the board meeting during the Convention, the registration fee is paid by CEC. Board members are expected to attend the Board meeting on Tuesday afternoon/evening, as well as the Representative Assembly (RA) meeting, held on the Friday afternoon, with other responsibilities throughout the Convention.

* I have read and understand the Participation Agreement and, if elected, am willing to attend all meetings of the Board of Directors.

**Supporting Documents:**

The following items must be uploaded to the online applicationby **3:00 pm Eastern, May 3, 2021.** If you are unable to upload any of the required items, please email to Sharon Rodriguez.

* 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). Only PNG, JPG, JPEG, GIF 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).

Two [Reference Forms](https://www.surveymonkey.com/r/7XXTJGV) must also be completed, in lieu of letters of recommendation.

**How did you hear about the opportunity to apply for the Board of Directors?**

Eblast

Special Education Today

CEC Social Media

CEC Website

CEC Community Posting

Leadership Development Committee Member

Another CEC Member

Unit/Division Communication/Website