**Position:** Representative Assembly

**Length of Term:** X year(s)

**Estimated Time Commitment:** X hours per month

**Summary**

The Representative Assembly (RA) is CEC’s membership advisory body to the Board of Directors. The RA includes two representatives from each unit, division and the student membership. It provides input to the Board on positions CEC is considering on issues related to the field and profession, strategic direction, policy initiatives, and other similar issues. The RA meets formally once a year at the CEC Convention.

**Responsibilities**

* Attend the CEC annual convention
* Provide input (member perspectives) to the Board of Directors at the annual meeting and in any (rare) online discussions on the relevant discussion topic.
* For some discussions, represent the views of their unit/division at meetings and in online input discussions by soliciting input from unit/division members.

**Qualifications**

* All representatives must be members in good standing of CEC (and unit, by default) and division represented.
	+ NOTE: Alternates may be appointed by the unit/division president if a representative is unable to attend the annual meeting.
* Based on their Bylaws, some unit/division representatives are by position (e.g., president and president elect); others are appointed by their president.
* Must support the mission and strategic direction of CEC.
* Understanding of CEC’s organizational structure.
* Understanding of general challenges facing the field of special education.
* Knowledge of current issues unique to their unit/division.
* Willingness to engage with unit/division leadership and fellow members to inform input on RA discussions.

Last Updated: Month Year