**Unit Advancement Program (UAP) Agreement**

UAP is an accelerated program established for CEC Units to evaluate their current operational needs and provide support by adopting best practices and operational strategies to support long term growth and success.

**Purpose:**

The purpose of this program is to provide concentrated support to individual Units of CEC focused on reaching critical benchmarks of success as outlined in the Unit Performance Matrix. This program is intended to support items related to all Unit operations and practices including, but not limited to

* Membership engagement, retention, and recruitment
* Board and volunteer management and engagement
* Programming
* Strategic Planning

CEC staff will support leadership in their growth as related to the best practices established by the international organization. Once a Unit completes the program, the Unit will be self-sustaining and functional in the identified areas of the Unit Performance Matrix.

**Objectives:**

Selected Units and CEC staff will work collaboratively to create a **Unit Development Plan (UDP)** and meet goals and objectives. These goals will include clear objectives and timelines for the Unit, all of which are supported by the CEC staff via direct support (up to 5 hours per week). These goals may cover a variety of areas, including but not limited to:

* Unit operations and strategy
* Membership recruitment, engagement, and retention
* Board management
* Volunteer recruitment and engagement
* Officer succession planning
* Event planning support
* Support of Unit-based resource development
* One-on-one officer support
* Board and/or individual officer training
* Support and development of special committees
* Quarterly assessment using the Unit Performance Matrix and subsequent goal and strategy development

**Time Commitment & Requirements:**

Minimum of 12 months of direct CEC staff support; ongoing CEC staff support is available as needed for an additional 6 months upon completion of the program.

The duration of the program may be shortened based on the evaluation of the Unit Performance Matrix. Unit leadership commits to regularly scheduled meetings with the CEC staff based on the needs of the Unit; CEC staff will track successes and challenges throughout this program. Additional requirements include the following:

* Monthly
	+ Meetings with presidential line
	+ Meetings with membership chair/committee
* As needed
	+ Meetings with special committees
	+ Meetings with individual board members

**UAP Agreement:**

Upon receipt of the UDP Plan, Unit leadership agrees to:

* Be responsive to communications and meeting requests
* Participate in an onboarding call with CEC staff and board members
* Allow CEC staff to observe events and all board meetings
* Include CEC staff on Unit internal and external communications
* Review and revise current Unit governing and operational documents as needed.
* Contribute Unit resources to the CEC Unit Resources library
* Increase programming and engagement opportunities provided to members based on assessment conducted by CEC staff
* Commit to taking the necessary steps to reach a "meets expectations” Matrix score as outlined by the CEC staff
* Complete pre and post program surveys and assessments

**Cost:** None, all program cost are covered by CEC Headquarters.

**Participation:** Virtual

**If a Unit’s board agrees to all the items outlined above, the Unit is eligible to apply for consideration for program participation. The applications should be completed by the Unit President and President Elect, the application can be found on the** [**Unit Resources Page**](https://exceptionalchildren.org/engage/resources/units) **under the “Unit Advancement Program” menu. A completed Unit Performance Matrix (completed by the board) is required at the time of application.**

**If eligible, a follow-up call with the Unit President and President Elect will take place following the application submission.**

**If selected:**

* **Unit will receive a detailed UDP for their Unit**
* **Meeting request from CEC staff will be sent to the Unit President and President Elect to go through UDP and discuss the outlined goals and objectives**
* **The Unit board will then be onboarded and presented with the UDP by CEC staff and Unit President**