

COUNCIL FOR EXCEPTIONAL CHILDREN
Board of Directors
Preview Application
(4-year terms beginning January 1, 2024)

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:

The online application is scheduled to open April 21. Potential applicants are strongly encouraged to email [Sharon Rodriguez](#), Director of Governance and Executive Services, to indicate their intent to apply.

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:

Eligibility

Interested applicants complete an Eligibility Form, simply attesting that they are a CEC member in order to advance to Phase 1.

Phase 1

Applicants answer a few yes/no questions, provide some basic personal information, and respond to two questions.

Each applicant will be reviewed by three LDC members (to ensure no tie) to determine if the applicant should advance to Phase 2.

Phase 1 Deadline: May 22, 2023

Review Deadline: May 31, 2023

Once all three reviews are completed, the applicant will advance to Phase 2.

Phase 2

Advancing applicants will respond to three questions and upload a resume, limited to 3-pages. Each applicant will be reviewed and scored by five LDC members (for inter-rater reliability).

Phase 2 Deadline: June 19, 2023

Review Deadline: June 29, 2023

1st Round Slating: July 17, 2023

Phase 3

Advancing applicants will complete a live “interview,” to be recorded for LDC members unable to attend in person. Questions will be provided 24 hours in advance. Each applicant's interview is scored by the full LDC based on a rubric.

Interviews Timeframe: July 25-August 4, 2023

Following the interviews, the LDC will conduct its final slating. Committee members will be provided with a blind compilation of application and interview scores.

Final Slating Date: August 14, 2023

All applicants are scheduled to be notified of the status of their application by August 18, 2023. Final materials from those slated for election are due August 31st. These materials are:

- a brief bio (300-word limit), which can include both personal and professional information
- a high-resolution photo
- a, not to exceed one minute, responding to the question “What inspired you to apply to the board of directors?”
- confirmation of highest degree abbreviation, current primary position (title and name of organization), and current division membership(s), if any

About the Board of Directors:

Board Composition:

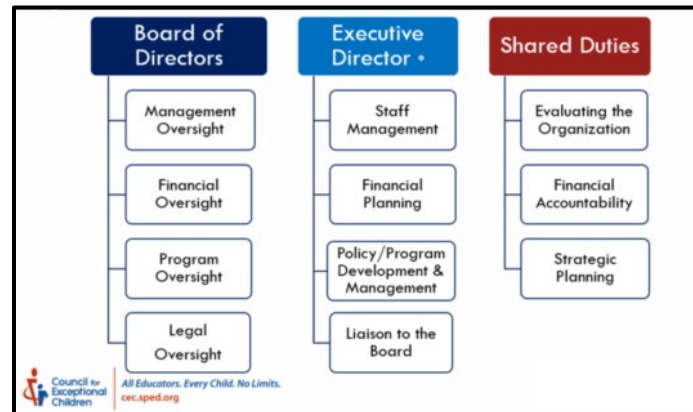
The board consists of 16 members, including the four officers (President, President Elect, Immediate Past President, and Treasurer) In addition, the board may, in its sole discretion, appoint one but not more than three voting Thought Leaders to serve on the board. The board has the authority to determine annually the number of board members necessary to fulfill the mission of the organization.

PLEASE NOTE: Members of the CEC Board of Directors may not serve in any **member-elected** position on a CEC Unit or Division Board (e.g., the governing body of the unit or division) or Committee while serving in their CEC Board role if there is more than one year left to their term. In addition, they may not serve on or chair any CEC committee, unless appointed as an ex-officio liaison by the CEC President. Members of the CEC Board may be asked to serve on Workgroups by the CEC President.

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 and strategic 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:

Board Meetings: The Board has four in-person meetings per year and several virtual meetings. One of the in-person meetings is held at the Council's annual convention; others are held on weekends, typically in January, 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 the first day of the convention, as well as the Representative Assembly (RA) meeting, held on the afternoon of the next to the last day of the convention, with other responsibilities throughout the Convention.

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

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.

Further Information: Further information is available [here](#).

Instructions:

Please read and follow the instructions below. **You are unable to be considered as a possible candidate unless your application has been completed by the deadline of May 22, 2023.**

This preview is provided to help you complete [the official, online application](#). It is strongly recommended that you prepare complete responses to the application questions, then copy and paste them into the online application. Email [Sharon Rodriguez](#) with questions about completing the application.

Application Tips

- Be sure to read the [online information about the Board of Directors](#) prior to completing the application.
- Incorporate how you can support the board by directly linking your experiences to the work of the Board.
- When you have completed your responses, re-read the questions and your answers to make sure your response addresses all parts of the question.
- Have someone else read your responses to make sure the answers cover all components of the questions.

Remember, the LDC is relying on your words and examples to “see” your attributes and experiences/achievements/accomplishments. Describing detailed behaviors and giving specific examples will help paint a better picture of your abilities and the potential impact of your experiences/achievements/accomplishments on the work of the board.

Board of Directors Application Phase 1

Candidate Information

Full name

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

Preferred Email

Cell Phone #

City, State/Province or Country

I have read the information on CEC's website about serving on the Board of Directors. (<https://exceptionalchildren.org/about-us/board-directors>). Yes/No

I am able to commit to the time necessary to serve on the Board of Directors. Yes/No

I have volunteer experience within CEC (student and/or local chapter, state/provincial unit, special interest divisions or state/provincial subdivision, CEC international committee/workgroup). Yes/No

If yes, please briefly specify.

Dual Roles Prohibition: Members of the CEC Board of Directors may not serve in any member-elected position on a CEC Unit or Division Board (e.g., the governing body of the unit or division) or Committee while serving in their CEC Board role if there is more than one year left to their term. Please select the option below which reflects your situation.

- I am not serving in a member elected position on a unit/division board or committee;
- I am serving in a member elected position on a unit/division board or committee, but there is less than one year left in my term, or there will be less than one year left in my term as of the beginning of board terms (Jan. 1, 2024); **OR**
- I am serving in a member-elected position but have more than one year left in my term as of January 1, 2024.

Degree Abbreviation

Primary Professional Role

CEC Membership

Membership Number

Number years you have been a CEC member

Any Division Memberships

Any State/Provincial Subdivision Memberships

Any Local Chapter Membership (e.g., county)

Applicant Questions

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. What is the most important reason, or what motivated you, to apply for the Board of Directors?
(Limit 50 words.)
2. Provide three specific examples of how your professional and volunteer experiences, including any CEC experience, have had an impact on fostering change or moving an organization/entity forward.
(Limit 300 words.)

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

2000s

1990s

1980s

1970s

1960s

1950s

1940s or earlier

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 or European American

Other

PREVIEW APPLICATION

Gender/Gender Identity

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.)

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

Special Education Today
CEC Social Media
CEC Website
Leadership Development Committee Member
CEC Board of Directors Member
Another CEC Member
Unit/Division Communication or Website
Other (please specify)

**Board of Directors Application
Phase 2**

What is your current primary professional position? Please include Title; Agency, Organization or Institution; State, Province, or Country if outside USA/Canada

Education: List highest degree abbreviation, major, granting institution and year received.

Applicant Questions

1. What makes CEC's mission meaningful to you? (Limit 150 words)
2. Describe an idea you have to help CEC achieve one of its [strategic plan goals](#) and explain how your knowledge, skills, and expertise will be applied to implementing this idea. (Limit 250 words.)

3. What methods do you suggest that would assist CEC to recruit more diverse members into volunteer and leadership positions, especially within units and divisions? (Limit 250 words.)

Personality Profile

Please select the one that you feel best reflects your typical everyday behavior.

- People who have both **Outgoing** and **Task-oriented** traits often exhibit **DOMINANT** and **DIRECT** behaviors. They usually focus on results, problem-solving, and the bottom-line.
- People who have both **Outgoing** and **People-oriented** traits often exhibit **INSPIRING** and **INTERACTIVE** behaviors. They usually focus on interacting with people, having fun, and/or creating excitement.
- People who have both **Reserved** and **People-oriented** traits often exhibit **SUPPORTIVE** and **STEADY** behaviors. They usually focus preserving relationships and on creating or maintaining peace and harmony.
- People who have both **Reserved** and **Task-oriented** traits often exhibit **CAUTIOUS** and **CAREFUL** behaviors. They usually focus on facts, rules, and accuracy.

What else about yourself or your experiences would you like the LDC to know? (Limit 150 words)

Upload your resume. 3-page limit. PDF strongly preferred. (.doc and .docx are the other two accepted options.)

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.