

COUNCIL FOR EXCEPTIONAL CHILDREN

Diversity Committee Job Description

Length of Term: 3 years (July 1 – June 30)

Estimated Time Commitment: 4-6 hours per month*

Summary

The Diversity Committee is charged with providing leadership and guidance on ways to promote and support inclusivity, equity, and justice. This includes developing, reviewing, and recommending programs and resources that are supportive to the CEC membership; especially, those from marginalized, historically underserved, and underrepresented populations. CEC views diversity to include identity markers such as race, ethnicity, culture, language, dialect, age, ability, gender, gender identity and expression, sexual orientation, socioeconomic status, religion/spirituality, geographic location, national origin, education, and professional role.

Eligibility/Qualifications

- CEC membership throughout the term of appointment is required
- Demonstrated commitment to diversity, equity, inclusion, and accessibility
- Familiarity/experience with creating and developing DEIA resources and initiatives
- Strong communication and collaboration skills
- Demonstrated commitment to CEC

General Responsibilities

- Attend committee meetings and represent diverse members and their interests.
- Support the development and execution of CEC's vision of diversity, equity, inclusion, and accessibility through the development of professional learning resources and offerings.
- Respond to email messages as needed.

Specific Responsibilities

Year 1 Members Learn and contribute to committee discussions and initiatives

Year 2 Members Contribute to planning and execution of committee projects

Year 3 Members Serve as committee Co-Chairs
Develop meeting agendas, committee reports, and any motions for board consideration, in conjunction with the staff liaison
Lead meetings, ensuring all members have the opportunity to express ideas and opinions
Lead discussions and encourage participation in the planning of committee initiatives by all members

* The Board of Directors approved the re-establishment of a Diversity Committee in March 2023, and its charge differs from that of the previous committee. The estimated time committee is a true estimate for this inaugural year.

Last Updated: March 2023