

COUNCIL FOR EXCEPTIONAL CHILDREN

Leadership Development Program Subcommittee (LDPS) Job Description

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

Estimated Time Commitment: The committee meets monthly, and members may also be needed to attend [Leadership CEC](#) monthly sessions. The time commitment ranges from 2-3 hours per month.

Duties

- Support the *Leadership CEC* program for new/emerging unit/division leaders. This includes:
 - Reviewing program content
 - Revising format, etc., based on participant feedback
 - Facilitating/hosting breakout groups
 - Exploring options/opportunities to provide additional support for new/emerging unit/division leaders

Eligibility/Qualifications

Candidates must:

- be a current member of CEC with a minimum total of three years membership.
- not be a member of the CEC Board of Directors at the beginning of the term of appointment.

Candidates should have been actively engaged in CEC at the chapter/unit/division/subdivision level and have an understanding of the organization, its programs, products, and services, and how these support units and divisions and their leaders.

General Committee Member Responsibilities

- Attend monthly committee meetings.
- Be well-prepared and on task to value/respect one another's time and energy.
- Actively contribute thoughts and ideas while honoring dissenting opinions.
- Seek consensus and recognize that some decisions will not be unanimous.
- Offer constructive criticism and "devil's advocate" positions to foster thoughtful debate.
- Allow for reasonable risk-taking associated with innovation.

Specific Responsibilities

Members in their third year will serve as co-chairs, and will (with support from the staff liaison):

- Report to the chair/co-chairs of the Leadership Development Committee
- Develop meeting agendas, reports, and any motions for board consideration
- Run meetings, ensuring all members are able to express ideas and opinions
- Lead discussions and encourage participation by all members
- Seek and recommend changes/additions to the subcommittee's work plan for the coming year.
- Provide oversight of professional development programs developed by the LDPS.
- Possibly provide mentoring/coaching to CEC members in LDPS programs (e.g., Leadership CEC year two).