

# Student Council for **Exceptional Children**

Leadership Guide  
Fall 20\_\_ - Spring 20\_\_

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# Leadership Personality Types

Taking Leadership Personality Quizzes is a fun and insightful way to learn about your own personality style, leadership skills, and what makes you tick.

**We all are different - and have different goals and priorities in mind when being apart of a team!**

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## Emotionally Driven

- Seeks harmony in groups
- Driven by compromise
- Enthusiastic
- Creative
- Sympathetic
- Nurturing
- Adaptable

## Loyalty Driven

- Respects rules and authority
- Schedule driven
- Responsible
- Organized
- Appreciative
- Goal-oriented
- Prepared

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## Short-Term Driven

- Welcomes change and variety
- Free and Spontaneous
- Generous to others
- Adventurous
- Competitive
- Impulsive
- Risk-taker

## Logically Driven

- Independant thinker
  - Explicit communication
  - Innovative ideas
  - Curious
  - Focused
  - Efficient
  - Analytical
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## Key Questions to Consider:

- What did you learn about yourself and others in the leadership board?
- Are you similar or different to others on the leadership board?
- What are the biggest similarities and differences between us all?
- How can this information help navigate your relationships and leadership team?

**Citation: Based off of Leadership Style - True Colors Activity and DISC assessments**

# Leadership Team Contact Information

First Name Last Name - President

- Phone: 123.456.7890
- Email: email@email.edu
- Instagram: @Name\_Insta

Personality - Loyalty Driven

Respects rules and authority  
Responsible / Organized  
Appreciative / Goal-Oriented

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First Name Last Name - Vice President

- Phone: 123.456.7890
- Email: email@email.edu
- Instagram: @Name\_Insta

Personality - Loyalty Driven

Respects rules and authority  
Responsible / Organized  
Appreciative / Goal-Oriented

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First Name Last Name - Treasurer

- Phone: 123.456.7890
- Email: email@email.edu
- Instagram: @Name\_Insta

Personality - Emotionally Driven

Seeks harmony in groups  
Enthusiastic / Creative  
Sympathetic / Adaptable

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First Name Last Name - Social Media Manager

- Phone: 123.456.7890
- Email: email@email.edu
- Instagram: @Name\_Insta

Personality - Emotionally Driven

Seeks harmony in groups  
Enthusiastic / Creative  
Sympathetic / Adaptable

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First Name Last Name - Officer

- Phone: 123.456.7890
- Email: email@email.edu
- Instagram: @Name\_Insta

Personality - Logically Driven

Independent Thinker  
Focused / Analytical  
Efficient / Innovative

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Dr. First Name Last Name - Advisor

- Phone: 123.456.7890
- Email: email@email.edu

Personality - Logically Driven

Independent Thinker  
Focused / Analytical

# Team Expectations in All Positions

**\*\*\*\*\* This is a TEMPLATE of examples for a leadership team, please base your leadership guide off of your written bylaws \*\*\*\*\***

## Requirements of each person holding a position on SCEC Executive Board

- Attend all E-board meetings AND member meetings
  - If something comes up and you are unable to make it to a meetings - PLEASE text someone on E-board so we have a heads up!
- Arrive to meetings on time
  - You may be asked to come early to some meetings to help set-up or stay late to tear-down
- Attend as many optional events as possible and try your best to schedule around them!
  - Recruitment Events, Fundraising Events, Volunteering with other organizations, Recruitment events such as Teacher Prep Ceremony or visiting classrooms, and State and National CEC Conferences!
- Make sure your CEC membership is current and up-to-date
- Communicate with your team and utilize the group chat created by leaders
- Regular Engagement with @\_\_\_\_\_ on social media!

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# Expectations for Advisor

- Conflict Resolution between E-Board or members
- Support students and be available to help answer questions, guide solutions, and give ideas for events
  - Connections to the community through experienced, guest speakers, volunteer opportunities and share ideas to e-board
- Serve as an advocate for the Council for Exceptional Children

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# Expectations for President

- Connects and communicates with State CEC and National CEC
- Leads ALL member and E-Board meetings (speaking)
- Contacts and invites guest speakers/partnerships
  - Initiated and decided as a group on who to contact
- Securing a location for meetings, and filling out any forms offices need on campus for student organizations
- Creates and Obtains an updated list of members including CEC membership numbers

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# Expectations for Vice President

- Organizes all sign-in sheets at meetings
  - Writes all Meeting Minutes and Takes Notes during Executive board and Member Meetings
    - Along with sending out meeting minutes after meetings to all participating parties
  - Assists and partners in tasks when others cannot complete them due to time commitments
  - Sending out Emails from the club email address including meeting minutes, announcements, and other contacts
  - Serve in presidents place in case of absence, sickness, or other
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# Expectations for Treasurer

- Handles ALL money Transactions
    - This includes shopping for activities, food for meetings
  - Keeps track of money in and out (via spreadsheet)
    - This includes the bank account and cash box
  - Responsibility for physical cash box
  - Merchandise - in charge of ordering, paying, pick-up, and distribution
  - Researching funding process and applying for finances needed for conference travel and opportunities
  - Creates a Semester Budget for Club
    - Including goals for fundraising and expenses
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# Expectations for Social Media

- Creates Post timely + has control over all the accounts
- Day of meeting creates Instagram Story to upload (Tag E-Board!)
- Creates and facilitates merchandise designs
  - Handles voting for meetings - information is then passed to treasurer for ordering
- Creates Meeting Slides in a timely manner for meetings
  - Initiate obtaining information from others for slides via text message

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# Expectations for Additional Officer

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# Group Goals for the Semester:



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# Information for the Role : \_\_\_\_\_

Email / Google Drive

\_\_\_\_\_  
Password: \_\_\_\_\_

Instagram

Username: @\_\_\_\_\_

Password: \_\_\_\_\_

Facebook

Username: @\_\_\_\_\_

Password: \_\_\_\_\_

Banking Information

Name: \_\_\_\_\_

\_\_\_\_\_  
Password: \_\_\_\_\_

Venmo Account

\_\_\_\_\_  
\_\_\_\_\_

Canva Account

\_\_\_\_\_  
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# Calendar for Fall 20\_ Semester

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes / Plans</b>
Leadership Board Meeting	Sunday Aug. 27th	7:00pm	123 E. Main Street	
Member Meeting	Thursday Aug. 31st	7:00pm	University Center Room #1	
Member Meeting	Thursday Sept. 7th	7:00pm	University Center Room #1	
Leadership Board Meeting	Thursday Seot. 14th	7:00pm	123 E. Main Street	
Member Meeting	Thursday Sept. 21st	7:00pm	University Center Room #1	
Leadership Board Meeting	Thursday Sept.28th	7:00pm	123 E. Main Street	
Member Meeting	Thursday Oct. 5th	7:00pm	University Center Room #1	
Leadership Board Meeting	Thursday Oct. 12th	7:00pm	123 E. Main Street	
Member Meeting	Thursday Oct. 19th	7:00pm	University Center Room #1	
Leadership Board Meeting	Thursday Oct. 26th	7:00pm	123 E. Main Street	

# Calendar for Fall 20\_\_ Semester

Event	Date	Time	Location	Notes
Member Meeting	Thursday Nov. 2nd	7:00pm	University Center Room #1	
Leadership Board Meeting	Thursday Nov. 9th	7:00pm	123 E. Main Street	
Member Meeting	Thursday Nov. 16th	7:00pm	University Center Room #1	
Member Meeting	Thursday Nov. 30th	7:00pm	University Center Room #1	**No E-Board meeting in between Happy Thanksgiving
Leadership Board Meeting	Thursday Dec. 7th	7:00pm	123 E. Main Street	Planning Next Semester with Conferences!

## SPRING SEMESTER IMPORTANT DATES

State Conference in City - Jan \_\_\_\_ - Jan \_\_\_\_ 20\_\_  
 National CEC Conference in City - Jan \_\_\_\_ - Jan \_\_\_\_ 20\_\_

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