

COUNCIL FOR EXCEPTIONAL CHILDREN

Publications Committee Job Description

Length of Term: 3 years

Composition:

- The committee will consist of nine members.
- Terms will be for three years; three new members will be selected annually: two from higher education and one practitioner.
- One-third of the committee will rotate off annually.
- A chair or co-chairs will be elected by the members from those in their third year on the committee.

Please see information below on the responsibilities of committee members and co-chairs..

Estimated Time Commitment: The committee meets one hour monthly. Other subgroup meetings may take place between full committee meetings for special projects/assignments. The time commitment is approximately 6 hours per quarter. Co-Chairs can expect approximately an additional 3-5 hours per quarter.

Duties:

Journals

- Recommend editorial policy of CEC's two journals to the CEC Board of Directors
- Oversee journal editor selection (for approval by CEC Board of Directors) and provide feedback on annual reports of editors
- Provide general oversight and support for the editors
- Ensure the high quality of CEC journals as a trusted source of research findings that support and enhance advances in the field and facilitate putting research into practice
- Ensure equity in editor and reviewer selection, as well as in published authors

Publications and Products

- General oversight of books other publications published and sold by CEC
- Direct a regular needs assessment, market research and product evaluation to set publishing priorities
- Recommend strategies for solicitation, review, and approval of new publications, as well as ongoing review of current publications' viability
- Monitor the relationships between CEC publications; specifically, potential issues of overlap, competition, and/or, redundancy
- Promote equity and engagement of diverse members in publications-related activities
- Incorporate input from subject matter experts as needed to ensure diversity of ideas and topics in publications

Eligibility/Qualifications:

Applicants must be a current member of CEC and maintain membership throughout their term of appointment.

General Responsibilities:

- Attend committee meetings.
- Be well-prepared and on-task to value and 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.

Committee Member Responsibilities:

1st Year Members	Learn and contribute to committee discussions and initiatives
2nd Year Members	Each to lead a specific activity (e.g., review and revise publications forms and rubrics; develop communications to increase the number of publication reviewers, coordinate reviews of publishing content etc.)
3rd Year Members Co-Chairs	<p>Lead meetings, ensuring all members can express ideas and opinions Lead discussions and encourage participation by all members</p> <p>Seek and recommend changes/additions to the committee's work plan for the coming year</p> <p>In conjunction with the staff and board liaisons, develop meeting agendas, committee reports, any motions for board consideration, and make recommendations for new committee member appointments for approval by the president.</p>