

## COUNCIL FOR EXCEPTIONAL CHILDREN and THE DIVISION OF LEADERS AND LEGACY

### Legacy Proclamation and Necrology Committee (LPNC) Position Description

#### **Purpose:**

The Legacy Proclamation and Necrology Committee (LPNC) operates on behalf of the CEC Board of Directors and is a collaborative effort between CEC and the [Division of Leaders and Legacy](#) (DLL). It supports CEC's commitment to honoring individuals who have made significant contributions to leadership and service to CEC and the field of special education. The LPNC is responsible for reviewing and recommending [Legacy Proclamation](#) nominees, preparing the annual necrology, and contributing to the preservation of CEC's historical record, including compiling biographical information of CEC Past Presidents.

#### **Committee Size, Terms, and Composition:**

Six members; one three-year, non-renewable term. Terms are March-March. One DLL member and one CEC member (not a member of DLL) will be selected to fill the two committee vacancies each year.

#### **Annual Work Timeline:**

<b>Mid-January</b>	Submit annual necrology (In Memoriam) to the CEC staff liaison
	Finalize Legacy Proclamation "citation(s)" and submit to the CEC staff liaison for presentation at the annual convention and expo
<b>Late February/Early March</b>	Appointment of new committee members.
<b>April</b>	New committee member orientation.
<b>May</b>	Outline work plan for the remainder of the year, including relevant dates/timelines.
<b>September</b>	Deadline for Legacy Proclamation nominations
<b>Mid-September to Mid-October</b>	Independent review and ranking of LP nominations; meeting to finalize recipient recommendations
<b>Late October</b>	LP recommendations submitted to the CEC Board of Directors

#### **Meeting Schedule and Estimated Time Commitment:**

**Meetings:** The committee will meet at least four times per year for up to one hour. Additional committee meetings may be held throughout the year, as needed, to address orientation for new committee members, the annual committee agenda, and ongoing work or new business. Whenever necessary, work will be conducted online.

**Time Commitment:** Approximately 1–2 hours per month for preparation, review of materials, and follow-up activities during the month the LPNC meeting is held. An additional +/- 3 hours of focused time is required to complete Legacy Proclamation nomination reviews in mid-September to mid-October.

**Eligibility:**

- All members must be current CEC members and must maintain membership for the duration of their term.
- Up to half of the committee members will be recruited and appointed by the DLL Board of Directors; the remaining members will be recruited through the CEC Committee Application Process and appointed by the CEC President.
- Applicants should demonstrate prior engagement at the chapter, unit, division, subdivision, or committee/workgroup level within CEC.
- Interest in preserving CEC's history and legacy is essential.
- Efforts will be made to include members with 10 or more years of membership, as their insights contribute meaningfully to the LP selection process.

**General Responsibilities:**

Committee members are expected to:

- Attend all scheduled meetings and appropriate orientation sessions.
- Review relevant materials in preparation for meetings.
- Request clarification or additional information from co-chairs as needed.
- Identify and raise relevant issues for committee consideration.
- Participate actively and constructively in discussions.
- Work toward consensus while respecting differing viewpoints.
- Provide thoughtful feedback and suggest alternatives when appropriate.

**Specific Responsibilities:**

<b>Year 1 Members</b>	<ul style="list-style-type: none"><li>• Learn procedures and expand knowledge by reading all available information.</li><li>• Attend an orientation meetings.</li><li>• Contribute to committee discussions and initiatives.</li></ul>
<b>Year 2 Members</b>	<ul style="list-style-type: none"><li>• Increase participation in committee meetings' discussions.</li><li>• Collaborate with co-chairs on responsibilities as assigned.</li><li>• Both members are responsible for specific activities and charges.</li></ul>
<b>Year 3 Members</b>	<ul style="list-style-type: none"><li>• Serve as committee co-chairs</li><li>• Collaborate with each other and the staff liaison regarding the committee's charges.</li><li>• Prepare the agenda and support materials for all committee meetings.</li><li>• Develop committee reports.</li><li>• Lead committee discussions, ensuring that all members can express ideas and opinions and reach a decision regarding the charge.</li><li>• Ensure the committee's annual tasks are completed.</li><li>• Seek and recommend changes to the committee's charges and work plan for the upcoming year.</li></ul>