

NYS CEC Leadership Handbook

General Information about NYS CEC Leadership Roles

*Elected and Appointed terms of office shall be July 1 through June 30, except Members At-Large
Members At-Large terms extend*

Process for Nominating and Electing to Presidential Line and Board of Directors

Individuals seeking leadership roles in NYS CEC must be members of CEC in good standing. For elected positions, nominations (including self-nominations) should be submitted no later than the second Monday in February to the LEADERSHIP COORDINATOR using the link provided on the NYS CEC website. Nomination materials should include a recent picture, updated resume/curricula vitae, and information about interests of the individual. All nomination materials will be posted to the NYS CEC website. Beginning the second Monday in March, elections will be held, providing NYS CEC members an opportunity to vote electronically for 4 weeks using links provided by the Communications Coordinator and disseminated via email, social media, and on the website. By the second Monday in April, results of the election should be announced.

Process for Selecting Non-Elected Roles

Individuals seeking non-elected (ie, appointed) leadership roles in NYS CEC must be members of CEC in good standing. Similar to elected positions, nominations (including self-nominations) for appointed positions should be submitted no later than the second Monday in February to the LEADERSHIP COORDINATOR using the link provided on the NYS CEC website. Nomination materials should include a recent picture, updated resume/curricula vitae, and information about interests of the individual. All nomination materials will be shared with the NYS CEC Board of Directors who will review the information and vote to appoint individuals. Appointment decisions will be announced by the second Monday in April.

Process for Selecting At-Large Members to the Board of Directors

At-large members represent the members of NYS CEC on the Board of Directors. These members are elected at the annual business meeting, typically held at the annual conference in October. To be elected, individuals must self-nominate at least one month prior to the Business Meeting by submitting a recent picture, updated resume/curricula vitae, and information about their professional interests. All nomination materials will be posted to the NYS CEC website and included with conference materials. The election will be held online for the duration of the conference, with elected At-Large Members announced at the Business Meeting, to be held the evening of the conference. Individuals do not need to attend the Business Meeting to vote.

Executive Board

Members of the Executive Board include the Vice President, President, Past President, Treasurer, Secretary, Communications Coordinator, Advocacy Coordinator, and Leadership Coordinator. All members participate in monthly virtual meetings and an annual in-person meeting, typically held in conjunction with the annual conference and business meeting. To

assist with the operations of the organizations, the Executive Board can create committees (standing or ad hoc), which should include at least one board member.

Board of Directors

The Board of Directors includes the Vice President, President, Past President, Secretary, Treasurer and three At-Large members. The Board of Directors meets at least three times per year to review the property, affairs, and business of the Unit and make any necessary decisions. Meetings are typically held in coordination with the Annual Business Meeting, in March to discuss elections and review nominations, and in the summer following the start of the next terms of office (July-August).

Annual Calendar of Typically Held Meetings and Events

January	Executive board monthly meeting
February	Send call for nominations for elected and appointed positions, <i>as needed</i> (2nd Monday) Executive board monthly meeting
March	Elections opened for elected positions (2nd Monday) Executive board monthly meeting Board of Directors Meeting CEC Annual Conference* Tax forms submitted (treasurer)
April	Election and appointment results announced (2nd Monday) Executive board monthly meeting
May	Executive board monthly meeting
June	Executive board monthly meeting Assurance form submitted (treasurer)
July	Executive board monthly meeting Elected position term begins CEC Special Education Legislative Summit (SELS) CEC Leadership Conference Board of Directors Meeting
August	Executive board monthly meeting Elected position term ends
September	Executive board monthly meeting Member-at-large self nominations deadline

October	Executive board monthly meeting NYS-CEC Annual conference Member-at -large elections at Conference Business meeting Board of Directors Meeting
November	Executive board monthly meeting
December	Executive board monthly meeting

*CEC Annual Conference date subject to change

PRESIDENTIAL LINE

Individuals elected to the presidential line agree to a 3-year commitment, beginning with the role of vice president (1st year), moving to the role of president (2nd year), and culminating in the past president role (3rd year). To be nominated to the presidential line, an individual must be a CEC member in good standing who actively participates in a NYS CEC leadership role for a minimum of 2 years.

VICE PRESIDENT

Primary Responsibilities. The vice president selects and plans several professional learning opportunities (such as webinars, book discussions, etc.; at least 3 events) to be held during their year in office, primarily in a virtual format. To do so, the Vice President should work with the Communications Coordinator to disseminate information about activities. In addition, the Vice President begins the planning and coordination of the annual conference to be held during their year of presidency.

Meetings. The Vice President attends monthly meetings of the Executive Board, as well as any meetings of the Board of Directors and the NYS CEC Annual Conference, typically held in November. As a representative of NYS CEC, the Vice President attends the CEC national convention, participating in any unit leader events and the CEC Representative Assembly meeting. The Vice President also attends the CEC Leadership Summit, typically held in July.

PRESIDENT

Primary Responsibilities. The President oversees implementation of the strategic plan of the NYS CEC. To do so, the President plans and coordinates monthly meetings with the Executive Committee, meetings with the Board of Directors, and the annual conference. In coordination with the treasurer, the President must approve travel costs for all board members and other expenses. With assistance from other Executive Committee members, the President coordinates gatherings for events/conferences attended and paid for by NYS CEC.

Meetings. The President oversees monthly meetings of the Executive Board, any meetings of the Board of Directors, and the NYS CEC Annual Conference, typically held in November. As a representative of NYS CEC, the President attends the CEC national convention, participating in

any unit leader events and the CEC Representative Assembly meeting. The President also attends the CEC Leadership Summit, typically held in July.

PAST PRESIDENT

Primary Responsibilities. The Past President serves as the NYS CEC representative to other organizations, such as the NYS Council of Education Associations and other CEC subdivisions (e.g., NYS CASE). To assist with membership, the Past President shares membership lists monthly with the Communications Coordinator and Leadership Coordinator and helps with efforts related to recruitment and retention. In addition, the Past President serves as a resource to the President and Vice President, as well as other members of the Executive Board.

Meetings. The Past President attends monthly meetings of the Executive Board, any meetings of the Board of Directors, and the NYS CEC Annual Conference, typically held in November. As the representative to other groups, the Past President attends meetings and conferences held by these groups.

OTHER EXECUTIVE BOARD MEMBERS

TREASURER

Term. Three-year commitment, renewable up to two consecutive three-year terms if re-appointed.

Primary Responsibilities. The Treasurer oversees the Unit budget and prepares annual financial reports and CEC Assurances. To do so, the Treasurer receives all money due to NYS CEC for conference fees, annual dues, etc. and maintains oversight of the checking account, credit card(s), and investments. Annually, the Treasurer prepares all financial materials necessary to pay insurance fees and submit tax documents, working with an certified accountant and any other financial specialists. Last, the Treasurer orders any required supplies, distributes travel reimbursements, and reimburses other expenditures, following approval by the President.

Meetings. The Treasurer attends monthly meetings of the Executive Board, any meetings of the Board of Directors, and the NYS CEC Annual Conference, typically held in November. If possible, the Treasurer should also attend the CEC Leadership Summit, typically held in July.

SECRETARY

Term. Three-year commitment, renewable up to two consecutive three-year terms if re-appointed.

Primary Responsibilities. The Secretary assists the President with implementing the strategic plan by developing and sharing the agenda for all meetings of the Executive Committee and the Board of Directors. In addition, the Secretary oversees the organization calendar, including the nomination process for elected and appointed positions, working with the Communications

Coordinator to ensure information about the Executive Board, Board of Directors, and committee meetings are shared with members (including location/web address, time, etc.). During meetings, the Secretary should take meeting minutes, working with the Communications Coordinator to disseminate relevant information to appropriate parties. To ensure consistency, the Secretary should maintain meeting minutes in a shared folder, as well as any reports provided by subdivisions, chapters, or the Treasurer.

Meetings. The Secretary attends monthly meetings of the Executive Board, any meetings of the Board of Directors, and the NYS CEC Annual Conference, typically held in November. If possible, the Secretary should also attend the CEC Leadership Summit, typically held in July.

Communications Coordinator

Term. Three-year commitment, renewable up to two consecutive three-year terms if re-appointed.

Primary Responsibilities. The Communications Coordinator shares information about opportunities and the activities of the Unit with membership. To do this, the Communications Coordinator oversees the NYS CEC website and all social media sites, working with an outside consultant to post information to the website and to share information using electronic messaging tools. In addition, the Communications Coordinator should regularly send emails to new and renewed members of NYS CEC. To maintain an active presence on social media, it is expected the Communications Coordinator will post at least two social media posts per quarter (Facebook, Twitter, and Instagram).

Meetings. The Communications Coordinator attends monthly meetings of the Executive Board and the NYS CEC Annual Conference, typically held in November. The Communications Coordinator should also participate in any virtual events scheduled by the Vice President, serving as technical support.

Advocacy Coordinator

Term. Three-year commitment, renewable up to two consecutive three-year terms if re-appointed.

Primary Responsibilities. The Advocacy Coordinator assists NYS CEC members with staying up-to-date on federal and state policies, providing opportunities for members to advocate for children and youth with disabilities. In this role, the Advocacy Coordinator serves as the CEC Children Action Network Coordinator, participating in all events during the CEC Leadership Summit and the Special Education Legislative Summit (typically held in July). As the lead, the Advocacy Coordinator communicates with other SELS participants representing NYS and schedules all visits to Congressional offices. In addition, the Advocacy Coordinator works with members to advocate within NYS throughout the year, collaborating with NYS CASE and NYS CEA members, as appropriate. The Advocacy Coordinator should also establish and maintain

connection with the NYS Education Department (specifically, the Office of Special Education) and prepare quarterly reports to be posted on the NYS CEC website or included in newsletters.

Meetings. The Advocacy Coordinator attends monthly meetings of the Executive Board and the NYS CEC Annual Conference, typically held in November. The Advocacy Coordinator attends the CEC Leadership Summit and SELS, typically held in July.

Leadership Coordinator

Term. Three-year commitment, renewable up to two consecutive three-year terms if re-appointed.

Primary Responsibilities. The Leadership Coordinator assists with member retention and leadership recruitment. Working with the Communications Coordinator, the Leadership Coordinator seeks to disseminate targeted information to various groups, such as faculty members about establishing Student CEC groups or members about leadership opportunities. To help with this, the Leadership Coordinator should maintain a list of current, active chapters and subdivisions helping to encourage sharing among the various groups.

Meetings. The Leadership Coordinator attends monthly meetings of the Executive Board and the NYS CEC Annual Conference, typically held in November. The Leadership Coordinator should also seek opportunities to meet with individuals interested in participating more actively in NYS CEC and with chapters and subdivisions, providing opportunities to collaborate and act more cohesively.

Board of Directors

The Board of Directors includes the Vice President, President, Past President, Secretary, Treasurer and three At-Large members. The Board of Directors meets at least three times per year to review the property, affairs, and business of the Unit and make any necessary decisions. Meetings are

At-Large Members

Term. Two-year commitment.

Primary Responsibilities. Serve as member representatives to the Board, providing a voice for constituents in decisions related to property, affairs, and the general business of the unit. At-Large members get a vote in all matters related to the Board of Directors.

Meetings. The Board of Directors meets at least three times per year, but can be called to meet more often by the President. typically held in coordination with the Annual Business Meeting, in March to discuss elections and review nominations, and in the summer following the start of the next terms of office (July-August).

COMMITTEES

Standing and Ad Hoc Committees

Terms. Variable.

Primary Responsibilities. Upon creation and approval, the Executive Board will designate the policies, procedures, and function of any standing or ad hoc committees. Committees report to the Board through a Board member who serves on that committee. All recommendations and suggestions from committees received through the Board meeting agenda process will be reviewed by the Board. Possible committees could include an annual conference planning committee or a membership committee.

Committee Chairs (Standing or Ad Hoc)

Terms. Variable.

Primary Responsibilities. Appointed by the president, the chairperson of any standing or ad hoc committee will be responsible for overseeing the completion of tasks assigned by the president and the Board, such as organizing the annual conference or developing professional development materials. This includes setting meeting dates and times, running the meetings, and recruiting committee members.

Committee Members (Standing or Ad Hoc)

Terms. Variable.

Primary Responsibilities. Individual committee chairpersons have the responsibility to recruit committee members, with support from the Communications and Leadership Coordinators. All committee members are subject to approval by the President, who will also assign a member of the Executive Board to serve on the committee. All committee members should share in the responsibility of completing tasks assigned by the president and the Board, such as organizing the annual conference or developing professional development materials. This includes attending and participating in regular meetings in order to complete the tasks efficiently.

LOCAL CHAPTERS

Local areas may choose to form “Chapters” to organize professional learning opportunities, networking events, and fundraising activities. This may be in concert or separate from education preparation programs (i.e., student chapters). Each chapter should designate a representative to the Executive Board to provide updates at least annually on activities. In addition, the Communications Coordinator and Leadership Coordinator may assist local chapters, as needed. All members of local chapters should be members in good standing with CEC.

Annually, chapters may submit [need more here about repayment for events & find/update form to include].

DIVISIONS

Statewide versions of CEC Divisions (i.e., special interest groups) may be developed. Divisions may be autonomous in developing their professional programs as long as they operate within the general context of interest in exceptional children. Divisions should designate a member to serve as the division representative to the Executive Board.

Division activities should align with stated goals of NYS CEC to provide professional learning opportunities to all members, working with the Executive Board, Communications Coordinator, and Leadership Coordinator, as needed. In addition, Divisions may be called upon to assist with planning activities within the annual conference.