We are honored that you are interested in serving as member of the Leadership Development Committee (LDC). As a professional association of educators dedicated to advancing the success of children with exceptionalities, we seek committee members committed to our core values of visionary thinking, inclusiveness and integrity that reflects CEC's view of diversity and the constituencies that we serve.

Thank you for considering a position on the LDC and for the time and thought that you will be putting into this important aspect of building a stronger, more strategic board. This will help ensure that CEC has the capacity to serve its members and the field through its work in advocacy, standards and professional development.

Sincerely,
The Leadership Development Committee

The Process:

Please carefully review the following information about serving on the LDC and the full preview application to assess your realistic view of the time and commitment that serving on the committee will require.

Potential applicants are strongly encouraged to email Sharon Rodriguez (srodriguez@exceptionalchildren.org), Director of Governance and Executive Services, to indicate their intent to apply.

Eligibility

Interested applicants complete an Eligibility Form, simply attesting that they have been a CEC member for at least three years in order to advance to Phase 1.

Phase 1

Applicants answer a few yes/no questions, provide some basic personal information, and respond to two questions.

Each applicant will be reviewed by three LDC members (to ensure no tie) to determine if the applicant should advance to Phase 2.

Scheduled Phase 1 Deadline: January 18, 2023
Review Deadline: February 2, 2023

Once all three reviews are completed, the applicant will advance to Phase 2.
Phase 2

Advancing applicants will respond to three questions and upload a resume, limited to 3-pages.

Each applicant will be reviewed and scored by five LDC members (for inter-rater reliability).

Scheduled Phase 1 Deadline: February 22, 2023
Review Deadline: March 8, 2023

1st Round Slating: March 13, 2023

Phase 3

Advancing applicants will complete a live “interview,” to be recorded for LDC members unable to attend in person. Questions will be provided 24 hours in advance. Each applicant's interview is scored by the full LDC based on a rubric.

Interviews Timeframe: March 20 – 30, 2023

Following the interviews, the LDC will conduct its final slating. Committee members will be provided with a blind compilation of application and interview scores.

Final Slating Date: April 10, 2023

All candidates are scheduled to be notified of the status of their application by the end of April 2023.
Charge: Identify, recruit, and develop a well-qualified and diverse pipeline of volunteers for leadership positions, responsive to the current and future needs of CEC.

Duties include:
- Support a Council-wide leadership development program(s).
- Actively ensure diversity, equity, inclusion, and accessibility in all leadership development programs, and in the Board and LDC application and slating processes.
- Identify the critical competencies for primary CEC leadership positions at each level within the organization and the supports to be provided that will bring success to current, emerging, and aspiring leaders.
- Provide oversight of any subcommittee(s) of the LDC.
- Engage in broad outreach (e.g., marketing & communications campaigns, personal outreach, etc.) to inform potential applicants about application opportunities for the BoD and Leadership Development Committee (LDC).
- Annually review and revise, as necessary, the applications, interview questions, rubrics and slating process for the BoD and LDC.
- Develop a slate of candidates for election to the BoD using input from the BoD on its needs relative to advancing its strategic plan and other initiatives.

Composition: 12 members, plus up to three external thought leaders. The Immediate Past President serves as an ex officio, non-voting member of the LDC.

Leadership Development Committee Chair Succession Model

Year 1 Members
Learn and contribute to committee discussions and initiatives

Year 2 Members
One or two members will serve as Vice-Chair(s)
Lead an internal workgroup (e.g., Search & Selection, Communications)
Participate in agenda planning meetings with (co-)chair(s) and staff liaison

Year 3 Members
Committee Chair or 2 Co-Chairs
Develop meeting agendas, committee reports, and any motions to the board, in conjunction with the staff liaison
Run meetings, ensuring all members can express ideas, opinions
Lead discussions and encourage participation by all members
Serve as an ex-officio, non-voting member of any subcommittee(s)

Terms: 3 years (staggered); two consecutive terms maximum.

Selection of LDC Members: Appointed by the Board of Directors, based on a slate of candidates developed by the LDC.

Eligibility/Requirements: Candidates must:
- be an active member of CEC (other than thought leaders) with a minimum total of three years membership.
- not be a full- or part-time employee or contractor of CEC within the past three (3) years.
- not be a member of the Board of Directors at the beginning of the term of appointment.
**LDC Knowledge, Skills and Abilities (KSAs) Aligned to CEC's Core Values:**

**Visionary Thinker:** Desired KSAs: Keeps the big picture in mind (goal and future oriented) while paying attention to details; objective at all times about what is best for the organization as a whole, rather than what is best for a particular constituency.

**Integrity:** Desired KSAs: Makes independent, informed decisions by relying on data rather than opinions, and takes action when needed; thinks critically, asks questions, and challenges opinions in delicate conversations.

**Inclusive:** Desired KSAs: Interact in group settings, both contributing to and valuing the contributions of all; understands issues from different perspectives; and effectively communicate with a culturally and linguistically diverse groups.

**Information Regarding Committee Service:**

**Committee Meetings:**
- Committee members are expected to be well-prepared for and participate in all meetings and online discussions.
- There is a one-hour conference call every four weeks.
- Additional online discussion and breakout group work throughout the year.
- An in-person meeting may be held if funding is approved.

**Time Commitment:** Roughly 10-15 hours per month during a slower month and 15-20 during a busier month.

**Expenses:**
- Reimbursable expenses to attend the summer in-person meeting, if held, include transportation, parking/tolls, lodging, mileage, and meals.
- Teachers are reimbursed for substitute teachers, if needed, to attend the Annual Retreat.
- Financial support for attending the convention is not available.

**Instructions:**

This preview is intended to help you complete the official, online application by allowing you to prepare your responses in advance, then copy and paste them into the online application. Please email Sharon Rodriguez with questions about completing the application.

Because communications regarding your application will be generated via Submittable, the online application management system, please be sure to safelist emails from Submittable. Instructions are available here.

**Accessibility:** Applicants requiring accessible materials may complete and submit this Word document to Sharon Rodriguez, along with the other required elements of the application. Please contact Sharon Rodriguez if you have any questions.

**Application Tips**
The LDC is relying on your words and examples to understand your abilities, attributes, and experiences/achievements/accomplishments, so describing detailed behaviors and giving specific examples will help paint a better picture.
• Incorporate how you can support the committee by directly linking your experiences to the work of the LDC.
• When you have completed your responses, re-read the questions and your answers to make sure your response addresses all parts of the question.
• Have someone else read your responses to make sure the answers cover all components of the questions.

Eligibility Form

Name

Candidates must:
• be an active member of CEC (other than thought leaders) with a minimum total of three years membership.
• not be a full- or part-time employee or contractor of CEC within the past three (3) years.
• not be a member of the Board of Directors at the beginning of the term of appointment.

All members, other than thought leaders, should have CEC governance (unit/division/CEC international) experience.

I meet the eligibility criteria. Yes/No

Phase 1

Candidate Information

Full name
Any other name or nickname you prefer to be called, if applicable
Preferred Email
Cell Phone #
City, state/province, or country

I have read the preview application. Yes/No

Education

List highest degree abbreviation, major, granting institution and year received.

Professional Role

Administrator
Consultant
College/University Student
Early Interventionist
Family Member
Higher Education Faculty - Teacher Preparation
Higher Education Faculty - Other
Paraeducator
Related Services Provider
Teacher
Retired
Other - with an opportunity to specify

**CEC Membership**

Number years you have been a CEC member
Division Memberships
Any state/provincial subdivision membership(s)?
Any chapter (e.g., county, regional) membership(s)?

**Candidate Questions**

Why are you interested in serving on the LDC? (Statement length: 75 words)

Given the charge of the LDC, what is the most important attribute you would bring and why would it be valuable? (Statement length: 150 words)

**Diversity and Demographic Information**

One of CEC's core values is Inclusiveness. We demonstrate this by a commitment to diversity, caring, and respect for the dignity and worth of all individuals. The CEC Board of Directors is committed to this core value so, while your responses to the following questions are optional, they will help CEC in its ongoing efforts to ensure diversity within its volunteer leadership. Responses to the following questions will not be scored by the LDC in its slating.

**Age Range (Birth Year)**
1940s or earlier
1950s
1960s
1970s
1980s
1990s
2000s

**Ethnicity (indicate all that apply)**
American Indian, Alaska Native or First Nations
Asian or Asian American
Black or African American
I’d rather not say
LatinX, Hispanic, ChicanX, or Puerto Rican
Middle Eastern or North African
Multi-Racial
Native Hawaiian or Pacific Islander
White or European American
Other

**Country of Origin**

**Native Language**
Exceptionality/Disability

Gender / Gender Identity
Cisgender Male
Cisgender Female
Transgender Male
Transgender Female
Gender Queer / Gender Fluid / Gender Non-Conforming
Other

Sexual Orientation
Heterosexual
Gay/Lesbian
Bisexual
Prefer not to say
Other

CEC views diversity to include race, ethnicity, culture, language, age, (dis)abilities, family status/composition, gender identity and expression, sexual orientation, socioeconomic status, religious and spiritual values, geographic location, and country of origin.

There is such a great range of individual backgrounds and experiences that cannot be easily conveyed by answering simple demographic questions.

Given CEC’s view of diversity, tell us what facets of your identity and/or experiences provide a context for the perspectives that influence your work and interactions with others. (Statement length: 150 words.)

How did you hear about the opportunity to apply for the LDC?
Special Education Today
CEC social media
CEC website
CEC Community posting
Leadership Development Committee member
Another CEC member
Unit/Division communication/website

Phase 2
The LDC recognizes that some individuals’ professional positions prevent them from extensive volunteer activities. Applications will be reviewed with the individuals’ time in the field and related OR relevant experiences in mind. Applicants will be evaluated based on growth potential, filling identified need(s) of the committee, and the capability to enhance and advance the work of the LDC.

Describe your experience, professional and/or volunteer (including within CEC), with developing leaders OR leadership potential in others and how that will help you be successful on the LDC. (Statement length: 250 words)

In addition to the experience(s) described above, describe (a) major achievement(s) and/or experience(s) that will help you be successful on the LDC and how/why. (Statement length: 150 words.)
You are meeting with a CEC member who you feel would be a good candidate for a leadership position at some level within CEC. Explain to that person the value of pursuing a volunteer leadership role within the organization (e.g., within a unit/division/subdivision, on a CEC committee, or the CEC Board of Directors). (Statement length: 150 words)

Personality Profile (required but not scored)

Please select the one group that you feel best reflects your typical everyday behavior.

- People who have both *Outgoing* and *Task-oriented* traits often exhibit **DOMINANT** and **DIRECT** behaviors. They usually focus on results, problem-solving, and the bottom-line.
- People who have both *Outgoing* and *People-oriented* traits often exhibit **INSPIRING** and **INTERACTIVE** behaviors. They usually focus on interacting with people, having fun, and/or creating excitement.
- People who have both *Reserved* and *People-oriented* traits often exhibit **SUPPORTIVE** and **STEADY** behaviors. They usually focus preserving relationships and on creating or maintaining peace and harmony.
- People who have both *Reserved* and *Task-oriented* traits often exhibit **CAUTIOUS** and **CAREFUL** behaviors. They usually focus on facts, rules, and correctness.

What else about yourself or your experiences would you like the LDC to know? (Statement length: 150 words.)

**Resume**

Upload your resume, **not to exceed three pages**. PDF strongly preferred.