

**COUNCIL FOR EXCEPTIONAL CHILDREN**  
**Leadership Development Committee**

Preview Application  
(3-year terms beginning September 1, 2022)

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:**

**Step 1:** 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 \(sharonr@cec.sped.org\)](mailto:sharonr@cec.sped.org), Governance Coordinator, to indicate their intent to apply.

**Step 2:** Each applicant should complete the [online application](#). All application materials must be received no later than **12:00 p.m. EST, March 6, 2022**. Incomplete and late applications will not be considered.

**Step 3:** The LDC will carefully review and assess all applications against the rating rubric to develop a preliminary slate. This is scheduled to be completed March 28, 2022.

**Step 4:** First round candidates will be contacted to complete a brief interview with a member (or members) of the LDC.

**Step 5:** Applicants will again be assessed against the rating rubric to develop a final slate for appointment by the Board of Directors.

**Step 6:** All candidates are scheduled to be notified of the status of their application by the end of April 2022.



## About the LDC:

**Charge:** Identify, cultivate, recruit, and orient a well-qualified and diverse pipeline of volunteer leaders for board and committee positions that are responsive to the current and future needs of CEC.

**Duties include:**

- Conduct an annual needs assessment to determine board leadership needs.
- Assemble a confidential, ongoing list of prospective board and committee members that addresses the needs of the organization.
- Cultivate and recruit a diverse pipeline of potential board and committee members.
- Identify well-qualified candidates for appointment as committee chairs and committee members.

**Composition:** Nine-11 members (including 1-3 external thought leaders), at least three fourths of whom are CEC members. The Immediate Past President serves as an ex officio, non-voting member of the LDC.

**Proposed Leadership Development Committee Chair Succession Model** (Pending final approval by the Board of Directors following a 60-comment period on this proposed change to CEC's Bylaws, which ends Jan. 21, 2022.)

**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

**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.
- Up to two in-person meetings each year, one at the convention (as needed); the Annual Retreat for 2022 will be July 14-17 (inclusive of travel dates) at CEC Headquarters. Members with terms beginning Sept. 1, 2022, should plan to attend.

**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 include transportation, parking/tolls, lodging, mileage, and meals.
- Teachers are reimbursed for substitute teachers, if needed, to attend the July Annual Retreat.
- Financial support for attending the convention is not available.

### Instructions:

**You are unable to be considered as a possible candidate unless all materials have been submitted by the deadline of 12:00 pm Eastern, March 7, 2022.**

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. If you must log back in to complete the application, you will need to do so from the same computer. Please email [Sharon Rodriguez](#) with questions about completing the application.

**Accessibility:** As an alternative for applicants requiring accessible materials, you 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 require any additional accommodations.

#### Application Tips

The LDC is relying on your words and examples to “see” 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.

**THE DEADLINE FOR RECEIPT OF ALL MATERIALS IS 12:00 p.m. EST, March 7, 2022. Incomplete applications or applications received after the deadline will not be considered.**

**Leadership Development Committee  
Preview Application**

**Candidate Information**

Full name

Other name or nickname you prefer to be called, if applicable

Preferred Email

Cell Phone #

Alternate Phone #

Preferred Address (include city, state/province or country and postal code)

**I have read the preview application.** Yes/No

**Eligibility Criteria**

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 HQ) experience.

**I meet the eligibility criteria.** Yes/No

**Statement Length**

The statement length indicates the expected length of responses. While it is acceptable to go slightly over or under, the general rule of thumb is to stay within 10% of the statement length. Responses that exceed more than 10% of the statement length will be scored only on the allowable excess.

**Candidate Statements**

Why are you interested in serving on the LDC? (Statement length: 250 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)

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., in a unit/division/subdivision, on a committee, or the CEC Board of Directors). (Statement length: 150 words)

## **Leadership Experience**

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 board, and the capability to enhance and advance the work of the LDC.

Describe your experience, professional and/or volunteer, 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.)

## **Primary Professional Position**

What is your current primary professional position?

Position Title

Agency, Organization or Institution

State, Province, or Country if outside USA/Canada

## **Secondary Professional Position (if applicable)**

What is your current secondary professional position?

Position Title

Agency, Organization or Institution

State, Province, or Country if outside USA/Canada

## **Education**

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

## **CEC Membership**

Number years you have been a CEC member

Division Memberships

## **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 or published for candidates ultimately slated.

## **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, what facets of your life provide a context for the various experiences and perspectives you bring to discussions and your work? (Statement length: 150 words.)

**Personality Profile (required but not scored or shared in candidate "bios")**

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.)

**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

**Supporting Documents:**

The following documents must be uploaded to the online application by **12:00 pm Eastern, March 7, 2022**. If you are unable to upload either of the required items, please email them to [Sharon Rodriguez](#).

- A resume **not to exceed three pages**.
- A digital photo.
  - A professional photograph is not necessary; a clear digital photograph will suffice (high resolution preferred and will be required of candidates ultimately slated).
  - Only PNG, JPG, and JPEG files are supported.
  - File size limit is 16MB.
  - Please be sure the name of your photo file contains your first and last name (e.g., Liz\_Farrell.jpg).

PREVIEW APPLICATION