

COMPONENTS 911

HOW WE CAN HELP

Brannan Meyers, Director of Component Services
Danielle , Manager of Component Services

First Things First....

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Your Team

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Brannan:
Component
Services
Director

Danielle:
Component
Services
Manager

Gennith:
Chief
Engagement
Officer



Unit & Division services provided by entire CEC staff

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Membership

Communications

Operations

Events

Management

Continuing Collaboration

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- Quarterly Unit Townhalls
- DRC Initiated Townhalls
- CECommunity: Division Leadership, Unit Leadership



Building Your Bench

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- Volunteer Square
- Volunteer Recruitment
- Volunteer Job descriptions
- !!! Quarterly list required



Engaging With Your Membership

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- ❑ Provide Monthly membership lists
- ❑ Provide promotional discounts to support Unit & Division campaigns
- ❑ Welcome letter template
- ❑ Division Dialogue



Hello [NAME],

Welcome and thank you for becoming a member of the [UNIT] Council for Exceptional Children! We are so excited that you joined our international network dedicated to improving the success of children and youth with disabilities and/or gifts and talents. We are excited to see how CEC supports you, your talents, passions, and work.

There are a variety of the benefits with your membership in the [UNIT]CEC—we offer colleagues nearby, access local resources, engage in public policy and your students directly, and attend local meetups and is. There are several ways to get involved through volunteerism, you can find these on our website. I've listed a few upcoming

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all [UNIT]CEC happenings via our social media platforms! Give on:

rd, we are looking forward to connecting with you soon!
one specific? [Let us know how we can help here](#) and one of our ct with you soon!

DEVELOPING AND EXECUTING YOUR WELCOME AND ONBOARDING PLAN

Council for Exceptional Children

- 1 Identify your Lead**
Who will handle executing the welcome and additional onboarding steps for your new members?
Will your Unit require more than one individual to execute this process?
 - Consider having your membership chair run this process or using a new member support committee!
 - When the lead for this initiative is named, they should move forward with the following steps, creating a committee or welcoming added support from non-board members as necessary.

TIP: This is a great opportunity to tap into Volunteer Square to involve individuals who have already expressed interest in volunteering!
- 2 Establish Cadence of Welcome Messages**
How often will reports be pulled and welcome letters be sent? Monthly? Bi-monthly?
Be sure to:
 - Establish dates by which these reports will be pulled.
 - Establish dates by which welcome messages will be sent out.

Consider how often members are joining and any programs or recruitment initiatives that may make particular seasons busier. For example, if you are hosting a recruitment event, you may want to do these weekly for the month so as to not overwhelm yourselves if 25+ members join at once.
- 3 Pull and Review List of Members**
A list of members should be pulled for your unit (officers can pull this from their member
- 4**



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Supporting Communication

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- Website Hosting (including help with updating/ design)
- Online Communities (specific for your Unit & Division)
- Share social media posts as we notice

Assisting with Events

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- ❑ Registration thru CEC
- ❑ Repackage CEC Programing to utilize as an event opportunity
- ❑ Update events you are having on our event webpage
- ❑ Provide Zoom account for your meeting
- ❑ Fulfill material requests for conferences and other events

New Areas of Support

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Unit Advancement Program





What Might This Look Like?

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- Create Member Campaign
- Assist in Sending emails
- Detailed analysis
- Membership Strategic Planning
- Membership Surveys
- Manage onboarding of new members
- Meeting Planning
- Event Registration
- Event Marketing
- Communications Marketing Plan
- Graphic Design
- Plan and Launch communications campaign

Ongoing

- Administrative support
- Executive leadership

Project Based

- Board Training
- Strategic Planning

Start Of The Conversation

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□ Post Assessment

CEC Leadership Institute Post-Assessment

Name: _____
U/D Name: _____

Operations				
	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations
Legal and Financial Pitfalls	D/U is not aware of our Fiduciary, Legal & Financial Responsibilities.	D/U is aware of some of our Legal/Financial & Fiduciary responsibilities.	D/U is aware of the majority of our Legal/Financial & Fiduciary responsibilities and is in compliance.	D/U is aware of our responsibilities in compliance & has a plan to pass on knowledge and stay in compliance.

Engagement				
	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations
Policy & Advocacy	D/U does not have a policy/advocacy plan.	D/U has started working on a strategy/plan.	D/U has a strategy and have started implementing.	D/U has a strong policy/advocacy plan and a group of active advocates.
Igniting Volunteers	Our D/U has no plan or strategy relating to volunteers, we have a few people that do everything.	Our D/U realizes we need more volunteers, but have not started a plan or strategy.	Our D/U has a consistent call for volunteer and the start of a leadership pipeline	Our D/U has an active volunteer and leadership pipeline strategy with a deep bench of volunteers.
Networking and Programming	D/U does not offer networking or programming opportunities.	D/U offers networking or programming opportunities at least once a year.	D/U offers networking or programming opportunities at least twice per year.	D/U offers quarterly networking or programming opportunities.

Component Membership Cycle				
	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations
Membership Cycle Strategy	Our D/U has no membership cycle strategy or plan	Our U/D has started working on a strategy/plan.	Our U/D has a strategy and have started implementing.	Our D/U has a membership cycle strategy & plan that we implement consistently & reassess annually.

Communication				
	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations
Member Communication	D/U does not communicate with its members annually.	D/U communicates with its members quarterly.	D/U communicates with its members bi-monthly.	D/U communicates with its members monthly.

How CEC Works				
	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations
CEC General Knowledge	Our D/U is not aware of how CEC international operates.	Our D/U understands how CEC international works, but does not engage with CEC international.	Our D/U is aware of how CEC international works and reaches out inconsistently.	Our D/U is aware of how CEC international works and knows who to reach out to for assistance and collaboration, and does so frequently.

How can CEC provide additional support for your U/D?:

Contact Information

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Brannan: bmeyers@exceptionalchildren.org

Danielle: dwieczorek@exceptionalchildren.org

Gennith: gjonhson@exceptionalchildren.org