

COUNCIL FOR EXCEPTIONAL CHILDREN

Division Relations Committee Job Description

Length of Term: 3 years

Composition: Six members. Please see information below relative to the Co-Chair Succession Plan for the committee.

Estimated Time Commitment: The committee will meet virtually once per month. In-person meetings may be scheduled at the annual convention or in conjunction with the Leadership Institute. Financial support for travel is not available.

Duties:

- Represent all CEC divisions by serving as an advisory function to the Board of Directors and staff on the mutual implication and impact of activities of CEC and divisions.
- Facilitate collaboration and communication between divisions and between divisions and CEC.
- Provide leadership to enhance the functioning and benefits offered by divisions and the diversity of the association's members.
- Make proposals to enhance structural, functional and policy relations between CEC and divisions and among/within divisions.
- Support division member recruitment, engagement, and retention initiatives.
- Act as a facilitator in resolution of disputes among divisions.
- Review division annual reports and ensure compliance with all CEC policies.
- Review IDC Grant Submissions and Processes

Eligibility/Qualifications:

Applicants must be a current member of CEC and maintain membership throughout their term of appointment.

Members of DRC must:

- be past officers of a CEC Division/s
- not be the current president while serving on the committee
- must have wide experience in both leading a division and working with CEC.

Annually, the committee will solicit nominations from Divisions (not individuals) for potential nominees and recommendations for appointment will be made by the committee to be approved by the CEC President. With each slate presented, one recommendation must come from a smaller division (<500 members) and one from a larger division (>500 members).

Must have knowledge of:

- CEC's Divisions and issues division leaders face
- CEC's strategic plan

Last Updated: November 2023

- CEC members' and stakeholders' needs
- Current issues concerning special education

General Responsibilities:

- Commitment to fully participating in all planned meetings.
- Commitment to developing an understanding of issues relevant to the committee's work.
- Read and review documents as needed to prepare for quarterly meetings
- Be well-prepared and on-task to value and respect one another's time and energy.
- Actively contribute thoughts and ideas while honoring dissenting opinions.
- Seek consensus and recognize that some decisions will not be unanimous.
- Offer constructive criticism and "devil's advocate" positions to foster thoughtful debate.
- Allow for reasonable risk-taking associated with innovation.
- Listen to diverse perspectives.
- Representing all divisions, not just your division. For example, if you are a small division nominee, you will be thinking from the perspective of all the small divisions and what is best for them.

Co-Chair Succession Information:

1st & 2nd Year Members Learn and contribute to committee discussions and initiatives

3rd Year Members Co-Chairs

Lead meetings, ensuring all members can express ideas and opinions
Lead discussions and encourage participation by all members

Seek and recommend changes/additions to the committee's work plan for the coming year

Develop meeting agendas, committee reports, and any motions for board consideration, in conjunction with the staff liaison