

COUNCIL FOR EXCEPTIONAL CHILDREN

Honors Committee Job Description

Length of Term: 3 years

Composition: Six members. Please see information below on the Co-Chair Succession Plan and specific responsibilities of committee members.

Estimated Time Commitment: The committee meets at least quarterly for one hour. Other subgroup meetings may take place between full committee meetings for special projects/assignments. The time commitment is approximately 5 hours per quarter. Co-Chairs can expect approximately an additional 3-5 hours per quarter. The hours will increase when reviewing nominations, typically in October or November.

Duties:

- Periodically review and refine/update nomination criteria, required information and scoring rubrics, as necessary.
- Select the Professional Award recipients.
- Assist in development of, or provide input on, promotional materials for nominations for the Professional Awards.

Eligibility/Qualifications:

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

Applicants should have been actively engaged in CEC at the chapter/unit/division/subdivision level and have an overall understanding of the organization, CEC's strategic plan, its vision, and mission.

General Responsibilities:

- Attend committee 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.

Co-Chair Succession – Specific Responsibilities:

The succession model for committee chairs allows committee members to build and demonstrate leadership skills, which is valuable in identifying their capacity to serve in other leadership roles.

1st Year Members	Learn and contribute to committee discussions and initiatives
2nd Year Members	Each to lead a specific activity (e.g., review and revise nomination forms [including award criteria] and rubrics; develop communications to increase the number of nominations, etc.)
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