

COUNCIL FOR EXCEPTIONAL CHILDREN

Leadership Development Committee (LDC) Job Description

Length of Term: 3 years; two consecutive terms maximum.

Estimated Time Commitment: The committee meets monthly for one hour. The time commitment ranges from 2-5 hours per month. The hours may increase when reviewing applications for the LDC and Board of Directors (BoD), conducting interviews, and for the annual retreat, typically in July (1.5 if virtual; approximately 3 days if in person).

Duties:

- Provide oversight of any subcommittee(s) of the LDC.
- Engage in broad outreach (e.g., marketing & communications campaigns, personal outreach) to inform potential applicants about application opportunities for the BoD and LDC.
- Actively ensure diversity, equity, inclusion, and accessibility in all leadership development programs, and in the Board and LDC application and slating processes.
- Annually review and revise, as necessary, the applications, interview questions, and rubrics for the BoD and LDC.
- Annually review and revise, as necessary, the application 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.
- Provide the board with a slate of candidates for appointment to the LDC.

Eligibility/Qualifications

Applicants must:

- be a current member of CEC with a minimum total of three years membership and maintain membership throughout their terms of appointment.
- not be a member of the Board of Directors at the beginning of the term of appointment.

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

General Responsibilities

- Attend monthly 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.

Specific Responsibilities

LDC Chair/Co-Chairs

The LDC has the flexibility annually to select from either option below:

1. A Chair/Vice-Chair model where the chair is a third-year committee member and the vice-chair/ vice-co-chairs (a) second-year committee member who would be learning the role.
2. A model for co-chairs from within the committee. Specifically, two members in their third year of service would serve as co-chairs for one year. The co-chairs would serve as vice co-chairs during their second year.

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 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
With support from the staff liaison, develop quarterly reports to submit to the Board of Directors