

## COUNCIL FOR EXCEPTIONAL CHILDREN

### Policy Steering 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.

**Meetings:**

The committee will meet by conference call no less than quarterly. Additional conference calls will be scheduled by the committee chair upon recommendations/discussions with CEC policy staff/advisors. Due to the need to react often to unexpected issues arising in the legislative, regulatory, and political process, members must be committed to responding quickly to requests for input.

**Estimated Time Commitment:**

A minimum estimated average monthly commitment of 7 hours is required to include:

- minimum of 9 hours each quarter in preparation for and participation in committee conference calls
- minimum of 2 days annually to prepare and participate in an annual meeting
- estimated 3 hours not more than 6 times per year to provide feedback on written materials/draft documents.

These time commitments are estimated but, in any given month, the committee may be required to provide additional hours depending on specific policy developments.

**Duties:**

- Develop recommendations for consideration by CEC's Board of Directors with regard to special education legislative and regulatory issues at the national level and provide information to units that may be relevant at the state or local level.
- Assist CEC in ensuring that the organizations' position statements are current, relevant, reflect CEC's mission and values and adhere to CEC's Principles and Guidelines for Developing Position Statements.
- Stay informed about policy and legislative issues related to the education of infants, toddlers, children, and young adults with exceptionalities.

**NOTE:** Day-to-day public policy functions will be conducted by staff and consultants, reporting to the executive director. The committee will be provided with updates on impending or emerging issues.

**Annual Work Plan:**

- The Committee will collaborate with CEC’s Senior Policy and Advocacy Advisor to: Develop and maintain a multiyear public policy agenda to be endorsed by CEC’s Board of Directors to guide the creation and implementation of annual policy and advocacy goals.
- Solicit and be informed by member input on position statements.
- Recommend issues requiring information for and action by members to CEC Board of Directors and staff.
- Collaborate as needed with CEC staff to create informational materials, such as issue briefs, position statements and analyses.
- Assist CEC in developing a process for measuring the effects of policy and advocacy actions on legislative and regulatory outcomes.

**Eligibility/Qualifications:**

- Applicants must be a current member of CEC and maintain membership throughout their term of appointment.
- Experience with investigating, reporting, developing, and/or implementing policy.
- Content knowledge relevant to policy processes, as well as of CEC’s mission and activities.
- Effective communication skills that support committee discussion.

**General Committee Member Responsibilities:**

- Commitment to fully participating in all planned meetings.
- Commitment to developing an understanding of issues relevant to the committee’s work.
- Evidence of being an informed member of committees or similar groups who is prepared to participate in committee discussions.
- Demonstrated ability to make constructive contributions to committee or similar meetings.
- Takes responsibility for listening to diverse perspectives.
- Act in the best interest of CEC as an umbrella organization with units/divisions and members that work on behalf of the wide diversity of professional roles and exceptionalities within the field of special education.
- Understand CEC’s [Public Statement Endorsement Process for Units and Divisions](#).

**Co-Chair Succession Information:**

The succession, or grooming, 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.

<b>1<sup>st</sup> Year Members</b>	Learn and contribute to committee discussions and initiatives
<b>2<sup>nd</sup> Year Members</b>	Each to lead a specific activity (e.g., lead a subgroup reviewing and revising, or creating a CEC policy/position)

### **3<sup>rd</sup> Year Members**

#### **Co-Chairs**

Participate in weekly Policy Response Team calls with the Executive Director, Associate Executive Director for Professional Affairs, Senior Policy and Advocacy Advisor, President, and President Elect to monitor ongoing legislation and discuss policy and advocacy updates provided by the Senior Policy and Advocacy Advisor.

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