

## COUNCIL FOR EXCEPTIONAL CHILDREN

### Student and Early Career Committee Job Description

**Length of Term:** 3 years

**Estimated Time Commitment:** 2-5 hours per month (higher time is in the three months prior to convention, which is typically in March)

#### Summary

The Student and Early Career Committee advises the Board of Directors on ways to recruit, mentor, and support individuals entering the profession, especially those from diverse backgrounds, and enhance the experience of student and early-career CEC members. The committee also directly supports student and early career CEC members through professional development, networking, and the convention event. It also annually selects the student award recipients and periodically reviews the award criteria.

#### Eligibility/Qualifications

- CEC membership throughout the term of appointment is required
- Must be either:
  - an early career teacher within the first 3 years of special education teaching, or
  - a pre-service student (undergraduate or graduate) as defined by CEC for at least their first year on the committee

Student Definition: A full-time student during the academic year as defined by an accredited college or university, or a part-time student who is not engaged in full-time employment as a certified professional in the field of education.
- Strong communication and collaboration skills
- Demonstrated commitment to CEC
- Passionate about the CEC student and early career member experience
- Familiarity with relevant CEC [membership benefits and/or packages](#)

#### General Responsibilities

- Attend committee meetings and represent student members and their interests.
- Help plan periodic professional development programs for student and early career members.
- Help plan the annual student and early career event at the convention to provide an opportunity for student and early career attendees to engage with CEC in order to improve their practice, network with peers, and maximize their convention experience.
- Work designated shifts (with CEC staff) in the CEC membership area of the Expo Hall at the annual convention.
- Support the development and execution of student and early career membership recruitment and retention efforts.
- Support initiatives focused on engaging student and early members in CEC activities and programs

## **Specific Responsibilities**

### **Year 1 Members**

Learn and contribute to committee discussions and initiatives

### **Year 2 Members**

Contribute to planning and execution of committee projects  
Serve as Student & Early Career Representatives to the [Representative Assembly](#), the membership advisory body to the Board of Directors, and solicit student and early career member input, as necessary, with assistance from CEC staff  
Attend the Representative Assembly meeting to participate in discussion(s)/ provide input

### **Year 3 Members**

Serve as committee Co-Chairs  
Develop meeting agendas, committee reports, and any motions for board consideration, in conjunction with the staff liaison  
Lead meetings, ensuring all members can express ideas, opinions  
Lead discussions and encourage participation in the planning of committee projects by all members  
Lead convention activities