

## **LEADERSHIP DEVELOPMENT COMMITTEE 2019 TOP ACHIEVEMENTS**

**January 2020**

The Leadership Development Committee is charged to intentionally identify, cultivate, recruit, and orient, a well-qualified, diverse and inclusive pipeline of committed volunteer leaders for board and committee positions that are responsive to the current and future needs of CEC.

Following are the top achievements of the LDC in 2019 that committee members identified as most important to advancing its charge.

### ***Board KSAs***

With input from a workgroup of the board, the LDC developed Knowledge, Skills and Abilities – KSAs – for the board. Beginning this year, board members will complete an anonymous, online, self-assessment annually to indicate how well they believe they meet the established Board KSAs. This, in addition to the annual board needs assessment, is important in helping the LDC understand what KSAs to look for in potential candidates, as differing strengths lead to a diversity of perspectives.

### ***Treasurer KSAs***

The position of Treasurer requires a different and more specific set of knowledge, skills, and abilities related to finances than the typical members-at-large of the Board of Director possesses. To this end, KSAs for the Treasurer were developed by the LDC, with input from the Finance and Audit Standing Committee.

### ***Treasurer Eligibility Criteria***

The board approved a motion from the LDC to revise the eligibility criteria for Treasurer based upon the new KSAs. The treasurer eligibility criteria did not require that a person possess those skills. Also, the requirement to have served on the board of directors has been eliminated.

### ***LDC Chair Eligibility Criteria***

The board approved a motion from the LDC to add “having served on the LDC for at least two years” as an alternate requirement of having served on the board of directors. Members of the LDC are equally qualified, if not more so, as members of the Board of Directors, by being familiar with responsibilities, operations, processes, etc., of the committee.

### ***Application "Equity" Across Professional Roles***

The LDC has recognized that the current application process focuses on experiences and achievements that are sometimes difficult for school-based personnel to achieve. Consequently, practitioners often have a difficult time competing with other professional roles that have more flexibility and support for volunteer leadership. The LDC application was revised to be more equitable by requesting only the “Highest Degree Earned” in the education portion and limiting the resume for all candidates to three pages."

## **Guidance on Statement Length**

The LDC developed guidance on application “statement length” to ensure equity between candidates who adhere to the word limit and those who do not. The guidance reads as follows:

*The statement length indicates the expected length of responses. While it is acceptable to go slightly over or under, the general rule of thumb is to stay within 10% of the statement length. Responses that exceed more than 10% of the statement length will be scored only on the allowable excess.*

## **Honing Applications and Rubrics**

As it continues to learn from research and experience, the LDC has spent a significant amount of time discussing and making revisions to the applications for the board and LDC and corresponding rubrics in order to better glean information that will help identify well-qualified candidates.

## **Two-Step Application Process to Identify Soft Skills**

The LDC developed and will implement a two-step application process for the LDC and board. The first part includes the written, on-line application. The second part will incorporate a recorded, web-based interview of highly rated candidates from an initial slating, followed by a final slating based on review and rating of the interviews. Recordings will facilitate the ability of all members of the LDC (even if not directly participating in them) to view/listen to the interviews in order to better assess the soft skills and dispositions that come through in a one-on-one conversation.

## **Volunteer Leaders Sessions**

In 2019 and 2020, the LDC held a "Be A CEC Leader" session at the annual convention, an interactive event designed for participants to learn about CEC leadership opportunities at the local, state, provincial, special interest division, and international levels and to develop a personal leadership plan. This year, the LDC implemented two open networking opportunities, held in causal “meet and greet” settings, to provide opportunities for members interested in volunteer leadership to network with and ask questions of current CEC leaders.

## **CQI**

The committee is continually evaluating outcomes to make improvements. It has deep and thoughtful discussions about what the critical systemic processes are that it is trying to improve. It researches options and ideas to broaden its shared perspective and inform its work. Board members have affirmed that, since the LDC began its work, new directors are more knowledgeable, better skilled, and contribute more collaboratively, resulting in a more productive environment that more efficiently contributes to the overall health of the organization.