

## COUNCIL FOR EXCEPTIONAL CHILDREN

### Yes I Can Committee Job Description

**Length of Term:** 3 years

**Composition:** Six members. Please see relative information below relative to the Co-Chair Succession Model for the committee.

**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 ranges from two to five hours per month. The hours will increase when reviewing nominations, typically in late October/early November.

**Duties:**

- Develop a long-term plan for growth and development of the Yes I Can Awards program.
- Actively seek and solicit nominations for the YIC awards.
- Evaluate the nominees for each category and select recipients.
- Plan and carry out an awards ceremony.
- Periodically review award categories and criteria.
- Develop a marketing and communications plan about the YIC Awards program targeted at potential sponsors/donors and review periodically.

**Eligibility/Qualifications:**

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

**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.

**Committee Member Specific Responsibilities**

Reviewing award nominations.

Periodically reviewing award descriptions and criteria and committee reports.

## **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.

<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., review and revise nomination forms [including award criteria] and rubrics; develop communications to increase the number of nominations, etc.)
<b>3<sup>rd</sup> Year Members</b>	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