# **COUNCIL FOR EXCEPTIONAL CHILDREN**

# **Committee Recharter Application**

Standing committees (those established by the Bylaws) must submit a recharter application to the Board of Directors every five years. Advisory committees (those established by the Board of Directors) must submit a recharter application every three years.

The purpose of the review is to determine whether there is a genuine need for the committee and, if so, determine if the committee is effectively performing to meet that need, not to terminate those committees which are sufficiently meeting a recognized organizational need, and which are accountable to and responsive to the interests or CEC and/or its members. Rather, the purpose is to use the review mechanism to strengthen and support committees.

The board will review each application to determine the relevance and need of the advisory committee to support the mission and strategic plan. For each review, the board can recommend one of three alternatives: continue without modification; continue with modification; or termination.

**Committee Applications Review Cycle**

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| **Committee** | **Recharter Application Due** |
| Student Committee | November 2018 |
| Finance and Audit Standing Committee | July 2019 |
| Local Arrangements Committee | February 2020 |
| Program Advisory Committee | February 2020 |
| Honors Committee | April 2020 |
| Yes I Can | April 2020 |
| Professional Standards and Practice Committee | April 2021 |
| Knowledge and Skills Subcommittee | April 2021 |
| Representative Assembly Committee | November 2021 |
| Student and Early Career Committee | November 2021 |
| Leadership Development Committee | November 2022 |

**Application**

For existing committees, please describe three to five accomplishments of the committee in the two years prior to the recharter application.

Proposed Purpose, Tasks & Defined Metrics

• The committee purpose(s) and issue(s) that will be addressed

• Committee deliverables

• How the committee will measure outcomes

Alignment with Strategic Plan

• How this effort drives the mission and aligns with the CEC strategic plan

Authority/Accountability

• Documentation of understanding that it reports to CEC’s Board of Directors

• The CEC staff position(s) that will serve as the staff liaison(s)

Budget

• Financial and human resources required

• Revenue-generating opportunities

Timeline

• When the activity/ies will be completed

• Interim benchmarks

Size, Terms, Composition

• Number of committee members

• Terms of service

• How the group will be organized

• Knowledge, Skills and Abilities (KSAs) needed by members

Operating Procedures

• How often and how (face to face, virtual, etc.) meetings will take place

• Person responsible to record and maintain the minutes of the committee