



TO THE POINT: A RESOURCE HANDBOOK FOR CEC UNIT LEADERS

- Description** TO THE POINT is a resource handbook with over 50 topics described in concise, action-oriented language. It has been developed to provide CEC unit leaders with ideas to get them started and to offer guidelines for officer responsibilities and unit activities.
- Distribution** The unit president should have a copy of TO THE POINT and share it with the unit's officers. (If your president doesn't have a copy, contact CEC toll free at 888/232-7733 or e-mail service@cec.sped.org to obtain one) At the end of their term of office, the president should forward their copy to the incoming president.
- How to Use TTP** TO THE POINT is divided into sections and formatted so that it can be easily duplicated for distribution. Use this material for: (1) training or assisting incoming officers and committee members, (2) gathering ideas for planning and implementing unit activities, and (3) locating specific resources to facilitate your work and activities.
- Contents** TO THE POINT is divided into five sections as follows:
- 1. Officer Roles and Responsibilities**
 - 1.01 Guidelines for Officers
 - 1.02 Election of Officers
 - 1.03 Installation of Officers
 - 1.04 Transition of Officers
 - 1.05 President
 - 1.06 President Elect
 - 1.07 Vice President
 - 1.08 Past President
 - 1.09 Treasurer
 - 1.10 Secretary
 - 1.11 Membership Chair
 - 1.12 Newsletter Editor
 - 1.13 CAN Representative/Governmental Relations Chair
 - 1.14 Representative to the CEC Representative Assembly
 - 1.15 Faculty Advisor
 - 1.16 Parliamentarian
 - 1.17 Historian
 - 2. Committee Roles and Responsibilities**
 - 2.01 Guidelines for All Committees
 - 2.02 Committee Chair
 - 2.03 Types of Committees
 - 2.04 Typical Standing Committees and Their Roles
 - 3. Unit Activities**
 - 3.01 Guidelines for Planning Unit Activities
 - 3.02 Needs Assessment Techniques for Planning Activities
 - 3.03 Evaluating Unit Activities
 - 3.04 Unit Activities "Sampler"

- 3.05 Unit Activities Focusing on Socio-Cultural and Linguistic Diversity Among Exceptional Children, Youth and Adults
- 3.06 Recognizing Special People Through Awards
- 3.07 Exceptional Children's Week
- 3.08 The CEC Children and Youth Action Network (CAN) and Facilitating State and Division Political Activity
- 3.09 Professional Standards
- 3.10 Fundraising
- 3.11 Newsletter Development
- 3.12 Public Relations

4. Membership Development

- 4.01 How to Increase Your Membership
- 4.02 How to Retain Your Membership
- 4.03 What to Say When “Selling” Membership
- 4.04 How to Enhance Membership Development Through Unit Activities
- 4.05 Student Membership Recruitment
- 4.06 Student Membership Retention
- 4.07 How to Welcome New Members
- 4.08 Sample Renewal Letters
- 4.09 Telemarketing...How to Call Lapsed Members
- 4.10 Member Surveys
- 4.11 Problem Solving...What to Do When a Member's Unhappy

5. Unit Resources

- 5.01 CEC Governance Structure
- 5.02 CEC Core Values, Mission, Vision, and Beliefs
- 5.03 CEC’s Ethical Principles for Special Education Professionals
- 5.04 CEC Terminology
- 5.05 CEC History
- 5.06 CEC Divisions
- 5.07 CEC Awards for Individuals and Organizations
- 5.08 How to Organize a New Chapter
- 5.09 How to Organize a New Subdivision
- 5.10 How to Order Membership Lists
- 5.11 Resource Materials Available for Unit Leaders
- 5.12 Financial and Legal Q&A for CEC Units in the U.S.
- 5.13 Guidelines for Unit Archives