

**COUNCIL FOR EXCEPTIONAL CHILDREN**  
**2011 Board of Directors**  
**Candidate Form**

You must complete the online version of this form by following the link from [www.cec.sped.org/nominations](http://www.cec.sped.org/nominations) by **May 23, 2011**.

In addition to completing the Candidate Form, CEC members interested in serving on the Board of Directors must submit two letters of recommendation. Three letters are required if you are seeking the President-Elect position. Guidelines for letters of recommendation appear at the end of this form.

Please complete all boxes in the form. You must follow the word limits set for each section. **(Incomplete forms will not be accepted.)** Please feel free to contact a member of the Nominations Standing Committee or [nominations@cec.sped.org](mailto:nominations@cec.sped.org) for assistance. When you have submitted a completed application, a member of the committee will be assigned to you as your point of contact throughout the selection and election process.

**Qualifications Specific to CEC Officer and Board of Director Positions**

**President Elect:** Nominees must have served on the Board of Directors or have equivalent leadership experience within other areas of the Council, in similar organizations/associations, and/or in major administrative roles to be considered by the Nominations Standing Committee for this position.

**Member-at-Large, Non-Designated (3 positions):** Any member of the Council, including those members who could file for any designated position.

**Member-at-Large, Diverse Ethnic and Multicultural Groups (1 position):** Any member of the Council belonging to a group that, because of racial or ethnic origin, constitutes a distinctive and recognizable entity in our society, e.g., Hispanic, Asian and Pacific Islander, African American, Native American/First Nations.

**Member-at-Large, Classroom Ranks (1 position):** Any member of the Council who provides direct educational services to exceptional children and youth (infancy through transition) at the time of election and throughout the term of office.

Thank you for your interest in serving the Council.

**Board of Directors Position (please indicate *only one*):**

- President-Elect
- Member-at-Large, Non-Designated (3)
- Member-at-Large, Diverse Ethnic and Multicultural Groups
- Member-at-Large, Classroom Ranks

**Nominee Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_ (fax) \_\_\_\_\_

Email: \_\_\_\_\_

**Membership Status:**

Total number years you have been a CEC member: \_\_\_\_\_

CEC Membership Identification Number: \_\_\_\_\_

State/Provincial Unit: \_\_\_\_\_

Division Memberships: \_\_\_\_\_

**Availability:** Are you available to attend all regular meetings of the Board of Directors if elected? The Board conducts three meetings per year (January, April - during the annual convention, and October) as well as, periodic conference calls.

Yes  No

**Education:**

Degree	Major	Institution	Year Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Current Professional Position(s) (up to 2):**

Which position best describes you?

Teacher  Administrator  Higher Ed  Other: (please specify) \_\_\_\_\_

Please list your primary current position:

Title: \_\_\_\_\_

Agency, Organization or Institution: \_\_\_\_\_

City, State/Province, Country: \_\_\_\_\_

If you have a second current position, you may list it here:

Title: \_\_\_\_\_

Agency, Organization or Institution: \_\_\_\_\_

City, State/Province, Country: \_\_\_\_\_

**Optional Information (this information will not be published):**

Gender:  Female  Male  
Ethnicity:  African American  Asian  Pacific Islander  
 Native American/ First Nations  Hispanic  Caucasian  
 Multi-ethnic (please specify) \_\_\_\_\_  Other: (please specify) \_\_\_\_\_

**Major Career Experience:** Please list major career experience and achievements with dates (100 words maximum). This is NOT intended to be an exhaustive list, just highlights.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**CEC Leadership:** Please list any CEC Leadership and/or Chair positions or other Committee and/or Board positions and indicate at what level (Local, State/Provincial, International/National, Division) with dates. (100 words maximum).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Other (non-CEC) Leadership:** Please list any Leadership and/or Chair positions or other Committee and/or Board positions and indicate at what level (Local, State/Provincial, International/National, Volunteer) with dates and organizations. (100 words maximum).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Please address each of the following in 100 words or less using bullet statements.**

1. How would your leadership skills and experience (e.g., collaborative skills, alliances and partnerships, advocacy) contribute to the ongoing success of CEC?

2. Please provide suggestions and strategies for developing and advancing diversity within CEC and the profession.

3. Please specify your goals for both the organization and profession during the next three years. Feel free to reference CEC's 2009-2011 Strategic Plan ([http://www.cec.sped.org/Content/NavigationMenu/AboutCEC/Communities/Unit\\_Leaders/Officer\\_Resource\\_Materials/CECStrategicPlan5.pdf](http://www.cec.sped.org/Content/NavigationMenu/AboutCEC/Communities/Unit_Leaders/Officer_Resource_Materials/CECStrategicPlan5.pdf))

Check here when application is complete and ready for review by the Nominations Standing Committee.

Letters of Recommendation should be uploaded by May 23, 2011 and sent to [nominations@cec.sped.org](mailto:nominations@cec.sped.org):

Jackie Mault, Chair  
Nominations Standing Committee  
c/o Council for Exceptional Children  
2900 Crystal Drive, Suite 1000  
Arlington, VA 22202

**GUIDELINES FOR LETTERS OF RECOMMENDATION WHEN APPLYING FOR A POSITION  
ON THE INTERNATIONAL BOARD OF DIRECTORS OF  
THE COUNCIL FOR EXCEPTIONAL CHILDREN**

Dear Applicant:

In response to questions frequently raised regarding letters of recommendation for applicants seeking nomination for election to the International CEC Board of Directors, the Nominations Standing Committee offers the following guidelines. They are presented to you in a Question-Answer format for your convenience.

**Question: Who should I ask to write my letters of recommendation?**

**Answer:** We recommend that you ask individuals:

- at least one of whom is a member of CEC and others who understand the nature and mission of CEC
- who have had multiple opportunities to observe your leadership at work
- who can write, in evidence-based terms, about your leadership skills and experience
- who have extensive leadership experience and can from this perspective discuss your ability to handle the demands of the position

**Question: What should be included in letters of recommendation?**

**Answer:** We suggest that writers of letters of recommendation disclose professional relationship and leadership experience. In the letter, we encourage writers to address the following in clear and concise terms:

- your leadership experience in CEC and non-CEC capacities (an indicator of potential success for leadership in CEC);
- how your knowledge base and evident experience relative to education today makes you a good fit for the position;
- specific evidence that demonstrates your ability to effectively collaborate and communicate with diverse persons during committee/team work (in terms of process and product);
- your availability to meet the demands of the role.

Thank you for your interest in serving the Council.

CEC Nominations Standing Committee

## **COUNCIL FOR EXCEPTIONAL CHILDREN INFORMATION REGARDING BOARD SERVICE**

**Ethics and Code of Conduct:** It is expected that the guidelines and practices related to Fiduciary Responsibilities, Conflict of Interest, Confidentiality, and Professional Judgment and Conduct set forth in CEC's Ethics and Code of Conduct document ("Code") will be followed by all members of the Board of Directors. This Code reflects the values to which CEC is committed on behalf of its members, customers and the profession. The intent of this Code is that each member of the Board will serve with integrity and conduct CEC's business with the best interests of CEC and its members in mind. Signed disclosure statements are required annually.

**Board of Directors Handbook:** Each new Board member receives a *Handbook* during an orientation held immediately prior to the first meeting of their first term. The *Handbook* is intended to serve as a resource throughout the member's term and provides information relative to the administrative, general legislative and policy-making activities of the Board.

**Meetings:** Members of CEC's Board of Directors are expected to attend and participate in meetings of the Board. The Board has three regular meetings per year. One of the three meetings is held at the Council's annual convention; the other two are held on weekends at the Headquarters office, typically in January and October. In addition, there is a six-hour meeting held via conference call over two evenings during the summer (3 hours per night), as well as four one and one half hour information conference calls between Board meetings.

In order to attend the Spring Board meeting, the Convention registration fee is covered by CEC. Board members are expected to attend the Board meeting held on the first and second day of the Convention, as well as the Representative Assembly (RA) meeting held on the third and fourth day of the Convention (Directors are members of the RA).

In the event there is need to transact Board business for which a meeting is not feasible, the President may call for a ballot procedure using a variety of communication modes, the same to be confirmed at the next official Board meeting and incorporated in the minutes. Information for Board meetings is posted online to a secure site. Members are expected to access the information in order to be well prepared for and actively participate in meetings.

**Expenses:** Reimbursable expenses incurred in conjunction with travel to/from Board meetings include transportation, parking/tolls, lodging, mileage, meals (per diem), and other related expenses. All expenses exceeding \$25 must have an original receipt submitted with the CEC Expense Statement. Teachers serving on the Board are reimbursed for substitute teachers if needed to attend official meetings of the Board. As noted above, the registration fee for the annual convention is paid for by CEC.

**Further Information:** For further information regarding composition, eligibility criteria for elected office, selection of members of the Board of Directors, terms of office and succession, powers and duties, meetings and validity of action, please review CEC's Constitution and Bylaws at [cec.sped.org](http://cec.sped.org).