



2900 Crystal Drive, Suite 1000 | Arlington, VA 22202-3557
(P) +1.703.620.3660 | (Toll Free) 866.509.0218 | (TTY) 866.915.5000 | (F) 703.243.3961
www.cec.sped.org

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