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TO: CEC Student Members
FROM: Laura Kildare, Chair, Student Committee
SUBJECT: Positions Available on the 2011 CEC Student Committee
DATE: August 1, 2011

Thank you for your leadership interest and desire to be of service to the Council for Exceptional Children. Serving on the CEC Student Committee is an enriching, rewarding experience for student members who aspire to make a difference. It is an opportunity to be connected to the most dedicated leaders in the field and in a position to contribute to the greatest good for children and youth with exceptionalities.

The following positions on the CEC Student Committee will be available January 1, 2012:

- Two (2) committee member positions for a two-year term (January 1, 2012-December 31, 2013)

Please refer to the CEC Student Committee—Composition, Qualifications, and Duties for additional information.

The opportunity to apply for these positions is open to all eligible student members of CEC. In order to be considered for a position, please complete and submit the CEC Volunteer Interest Form for 2011 CEC Student Committee, your vita/resume, and two letters of recommendation to:

Marilyn Friend, President
Council for Exceptional Children
Suite 1000
2900 Crystal Drive
Arlington, VA 22202-3557
703/758-1896 (fax)

Electronic submissions are preferred.

If you need additional space to complete your Volunteer Interest Form, please feel free to attach a second sheet. Please refer to the Guidelines for Letters of Recommendation for requirements for these letters. **All materials must be received by September 30, 2011.**

Committee members are appointed by the Committee Chair with the approval of the CEC President. All applicants will be notified of the Committee's decision in December 2011.

Again, thank you for your interest. If you have any questions, please contact me at 865/455-1004 or laurakk1@mac.com, or Susan Simmons, the Student Committee's CEC Staff Liaison, at 703/264-9435 or susans@cec.sped.org.

CEC Student Committee Composition, Qualifications, and Duties

The Student Committee, representing the interests of student members of CEC, reports directly to the CEC Board of Directors.

Composition: The Student Committee consists of seven members: the two student representatives to the CEC Representative Assembly, and five other members. In addition, the student member of the CEC Board of Directors serves as an ex-officio member of the Committee. The CEC President, upon consultation with current members of the Student Committee, shall appoint a chair subject to confirmation by the CEC Board of Directors. Vacant positions on the Student Committee are appointed by the chair with approval by the CEC President, and serve a two-year term.

Qualifications: To serve on the Student Committee, one must be a current CEC Student member. Student members must be a full-time student during the academic year as defined by an accredited college or university, or a part-time student who is not engaged in full-time employment as a certified professional in the field of education.

Members of this committee have demonstrated outstanding contributions to CEC and exceptional children in areas such as:

- Involvement in CEC
- Service as an officer and/or committee chair
- Initiate programs and events for CEC
- Advocate for membership in CEC
- Attend professional meetings and conferences
- Volunteer to assist exceptional individuals outside of CEC activities
- Exhibit a sincere commitment to exceptional children and to the field of special education

Specialized skills such as experience in conference/workshop planning, technology/web, membership recruitment/retention, writing/editing, and public relations are a plus but are not required.

Duties: Among the duties of the Student Committee are the following:

- Advise the Board of Directors on ways to recruit, mentor, and support individuals, including individuals from diverse backgrounds, entering the profession.
- Advise the Board of Directors on ways to enhance the membership experience of student members and encourage their transition to professional membership.
- Determine the recipients of the Student Awards and Scholarships.
- Plan and conduct an Issues Forum for student leaders and members at the annual CEC Convention & Expo.
- Solicit nominations and prepare a slate of candidates for the Student Representative to the CEC Representative Assembly position.
- Members of the Committee are required to attend the annual CEC Convention & Expo to attend meetings of the Committee, and are provided registration, accommodations, travel, and meal reimbursement to attend the Convention.
- Members of the committee are required to participate in conference calls throughout the year.
- A member of the Committee serves on the annual convention Program Advisory Committee.
- A member of the committee works with the Local Arrangements Committee Student Subcommittee to plan convention activities of interest to students.

A member of the CEC Headquarters staff serves as the liaison to this committee.

Guidelines for Letters of Recommendation
When Applying for a Position on the CEC Student Committee

Dear Applicant:

In response to questions regarding letters of recommendation for applicants seeking appointment to the CEC Student Committee, the 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: Applicants for the Student Committee are required to provide two (2) letters of recommendation. One must come from your CEC Student Chapter faculty advisor (or your academic advisor if there is no CEC Student Chapter at your college/university); the other may come from an academic advisor, employer, or professor.

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

Letters of recommendation may not be provided by other students.

Question: What should be included in letters of recommendation?

Answer: We suggest that writers of letters of recommendation disclose professional and/or personal relationship and leadership experience demonstrating your commitment to special education and CEC. In the letters, 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 CEC and CEC's student members.

CEC Student Committee