*1. Name

*2. Due to CEC's financial investment in providing members of the Student and Early Career Committee with travel, lodging and registration fees to CEC's annual Convention & Expo, members are expected to participate in and engage actively with the committee’s work and in each meeting. Any member who fails to regularly attend scheduled meetings (without cause, as determined by the committee chair) or participate in/work at Student Committee convention activities will not receive funding or reimbursement to attend CEC's annual Convention and may be asked to step down as a committee member.

- [ ] I have read and understand this statement.
- [ ] I have read but do not understand this statement.
- [ ] Other (please specify)

*3. Committees and committee members of the Council for Exceptional Children (CEC) abide by the following procedures and expectations. In order to promote the effectiveness, integrity and the reputation of CEC, it is critical for all committee members to support collaborative efforts and respectful dialogue throughout their term of appointment.

- [ ] I have read and understand this statement.
- [ ] I have read but do not understand this statement.
- [ ] Other (please specify)
* 4. Mission Statement and Core Values

The Council for Exceptional Children is a professional association of educators dedicated to advancing the success of children with exceptionalities. We accomplish our mission through advocacy, standards, and professional development.

Our Core Values

Visionary Thinking:

Demonstrated by forward-thinking and courageous decision making dedicated to excellence and influence in an evolving environment

Integrity:

Demonstrated by ethical, responsive behavior, transparency, and accountability

Inclusiveness:

Demonstrated by a commitment to diversity, caring, and respect for the dignity and worth of all individuals

☐ I have read, understand and support CEC's Mission Statement and Core Values.

☐ I have read but do not understand or support CEC's Mission Statement and/or Core Values.

☐ Other (please specify)

* 5. I agree to attend committee meetings regularly, be well-prepared (read materials prior to the meeting) and do my best to provide valuable input. In the event that I am unable to attend a meeting, I will advise the chair or staff liaison. If advance notice is not possible, I will advise the chair or staff liaison as soon as possible following the meeting.

☐ I agree

☐ I do not agree

* 6. I understand it is my role to serve in a professional manner, collaborate at meetings through offering opinions, information and resources, and participate in discussion (either via phone/web platform, online, or in person).

☐ I understand

☐ I do not understand
* 7. I will treat members of the committee with respect, valuing all opinions, even if I may disagree.
   - I agree
   - I do not agree
   - Other (please specify)

* 8. I will **support** all final decisions of the committee.
   - I agree
   - I do not agree
   - Other (please specify)

* 9. I understand that committee communications should always be considered confidential and may not be shared outside the committee unless authorized by the Committee Chair to do so. This includes emails, meeting minutes, and committee documents and resources.
   - I understand
   - I do not understand
   - Other (please specify)

* 10. I understand that if I fail to attend scheduled meetings or events without cause, as determined by the Committee Chair, I may be asked to step down as a committee member.
   - I understand
   - I do not understand
   - Other (please specify)

* 11. I understand if I am unable or unwilling to abide by the stated Committee policies, I will advise the Committee Chair. It is at the discretion of the Committee Chair to remove me from participation on the committee, subject to approval by the President.
   - I understand
   - I do not understand
   - Other (please specify)
* 12. I understand and accept the terms and responsibilities specified herein.
   
   ○ I agree
   ○ I do not agree
   ○ Other (please specify)

Conflict of Interest and Disclosure Statements

One aspect of fulfilling the duties of serving on a committee is to avoid conflicts of interest in which my allegiance might be split between CEC responsibilities and some other professional, business or volunteer position or responsibility. To help avoid conflicts, I am disclosing situations or areas in which it might appear that I (or members of my immediate family) have conflicting duties or allegiances to other entities. I invite any further review by CEC of any aspects of these situations or areas that might be considered appropriate. I will take other steps, such as avoiding deliberation and resolution of certain issues, if it is determined that those steps are necessary to protect against legal liability to CEC or to me personally arising from any conflict of interest.

Failure to comply with these restrictions and requirements may result in removal of the member from the committee by the committee chair with approval of the President.

* 13. I have read and understand the statements above.
   
   ○ Yes
   ○ No
   ○ Other (please specify)

* 14. Please disclose any professional, business or volunteer positions (including within other CEC entities), responsibilities, or affiliations that might give rise to conflicts. If none, write "none."

* 15. Please disclose any situation(s) in which you (or members of your immediate family) are a vendor, employed by or consulting with a vendor and/or an affiliate of CEC. If none, write "none."
Confidentiality Agreement

This CONFIDENTIALITY AGREEMENT ("Agreement") is by and between the Council for Exceptional Children and the undersigned, made as of the date of completion. The parties agree that the following terms/conditions apply whenever one party ("Disclosing Party") discloses Confidential Information to the other party ("Receiving Party").

In connection with the work/operations of CEC’s Committees ("Purpose"), Receiving Party may be given or have access to certain confidential information ("Confidential Information") of Disclosing Party or third parties. Confidential Information is all information that Disclosing Party considers confidential or proprietary, regardless of whether it is marked as such. This includes, but is not limited to, information regarding the organization, operations, programs, activities, policies, procedures, practices, finances, trade secrets, membership/customer lists, standards, its members, customers or third parties; unpublished/pre-release versions of documents and information, and internal use only or limited circulation documents and information; it does not include information that enters the public domain through no fault of Receiving Party or which Receiving Party rightfully obtains from a third party without comparable restrictions on disclosure or use. Receiving Party shall use Confidential Information solely for and in connection with the Purpose and for no other purposes whatsoever.

No right/license under any trademark, patent or copyright owned or controlled by Disclosing Party is granted/ implied by this Agreement or the disclosure of Confidential Information to Receiving Party. Receiving Party covenants/agrees not to disclose/permit to be disclosed any Confidential Information, and will not appropriate, photocopy, reproduce, or replicate such without prior written consent of Disclosing Party.

Receiving Party agrees that any disclosure of Confidential Information shall cause immediate and substantial damage to Disclosing Party and to any parties that provided such to Disclosing Party. Receiving Party agrees to use reasonable efforts to maintain the confidentiality of said information and shall not use such for its own benefit or that of a third party unless authorized in advance in writing by Disclosing Party.

CONFIDENTIAL INFORMATION IS PROVIDED “AS IS” WITHOUT WARRANTIES OF ANY KIND. IN NO EVENT SHALL DISCLOSING PARTY BE LIABLE FOR ANY DAMAGES ARISING OUT OF THE USE OF INFORMATION DISCLOSED TO RECEIVING PARTY UNDER THIS AGREEMENT.

Either party may terminate this Agreement by providing thirty (30) days’ prior written notice to the other party. Any provisions of this Agreement that survive, including but not limited to obligations to maintain the confidentiality of Confidential Information, shall survive termination or expiration of this Agreement.
This Agreement, including all rights, duties and obligations arising from or relating in any manner to the subject of this Agreement shall be governed, construed and enforced in accordance with the laws of Virginia, without regard to its conflict of law principles. The Receiving Party shall comply with all applicable government export/import laws and regulations, and all other federal, state and local laws, regulations and other public policy.

This Agreement represents the entire agreement of the parties and supersedes any and all prior oral discussions or written correspondence or agreements between the parties with respect thereto. Only a writing signed by both parties may modify this Agreement. If any term of this Agreement shall be held to be illegal or unenforceable by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.

* 17. I have read and understand the statements above.
   
   ☐ Yes
   ☐ No
   ☐ Other (please specify)

Terms

This agreement remains in full force throughout the term of appointment. Confidentiality requirements remain in effect following the expiration of the term of appointment or resignation/removal from the committee.

* 18. I have read and agree to the terms above.
   
   ☐ Yes
   ☐ No
   ☐ Other (please specify)

Thank you.

Thank you for completing the Committee Member Agreement and Conflict of Interest and Confidentiality Agreement. Thanks even more for you willingness to give of your time to serve as a volunteer leader within CEC!

Please let us know if you have any questions.