



ONTARIO

The Nominations Committee reports that the following positions on the Ontario CEC Board of Directors are vacant for the upcoming year. These positions would commence January 1, 2025 for the terms noted.

(2) Member-at-Large - 2-year term

(1) Student Representative – 1-year term (may be renewed for 1 year)

(1) Secretary - 2-year term

(1) Membership Chair - 3-year term

Nomination Forms must be e-mailed to the Nominations Chair by July 31st, 2024.

For a paper copy of the Nomination Package or for further information please contact:

Ontario CEC Nominations Committee Chair, Donna Zuccato

donna.zuccato@gmail.com

cecontarioboard@gmail.com

Nominations Committee Chair: Donna Zuccato

Committee Members: Cindy Perras, Lynn Ziraldo, Jackie Bajus

NOMINATION FORM

Position for
which you
are a
candidate:

Name of Nominee:

Address:

Phone:

E-mail:

CEC #

Chapter #/Name

Subdivision Name:

Note: you may attach a resume outlining the following information.

Qualifications:

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-
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Experience:

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Contributions to CEC: (Locally, Provincially, Internationally)

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Objectives for Ontario CEC if elected:

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-
-
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Nominator's Signature:

Date:

Nominee's Signature:

Date:

Criteria for Member-at-Large

REQUIRED RELEASE TIME: Prior approval for attending the Annual Provincial Conference (2 days – a Friday and Saturday) and approximately three (3) half days of release time to attend Board of Directors meetings (either in-person or virtually – January/February weekend, August weekday, December weekday in adjunct to the conference) must be confirmed before submitting your nomination form.

Candidate must be a current member, in good standing, of the Council for Exceptional Children.

Members-at-large play a key role on the Ontario CEC Board of Directors by assisting with the following:

- Advocating provincially for our students and their families
- Providing input to the policies, preparation, and practice of our professionals
- Assisting with providing evidence-based professional education opportunities and support for our Ontario colleagues
- Collaborating and promoting partnerships with like-minded organizations across Ontario, Canada and Internationally

Specific Responsibilities Include: Note this is a 2-year term of office

1. To serve as a voting member of the Ontario CEC Board of Directors.
2. To serve on the Accreditation & Membership, and Communications Committees.
3. To participate in Members-at-Large meetings as well as other assigned meetings.
4. To communicate regularly with Chapters about due dates and Ontario CEC events, e.g., conference, awards, AGM.
5. To assist with planning and onsite duties for the Annual Ontario CEC Conference, specifically regarding the membership table, publishers/exhibitors, registration, computer and virtual technology support, silent auction and “meeting & greeting” the Yes I Can award recipients and families.

Required Skills: To ensure effective leadership at the Ontario CEC level the following skills are recommended

- Exemplary interpersonal, oral, and written communication skills
- Computer skills: Use of shared files (google drive format), word processing, spreadsheet use, use of zoom/virtual call platforms, competence with social media posting and analysis
- Organizational skills
- Self-initiative, hardworking and committed to duties as assigned
- Working knowledge of Special Education in Ontario
- Committed to working as an equal team member to develop both personal and professional growth within CEC as an organization

Criteria for Student Representative

REQUIRED RELEASE TIME: Prior approval for attending the Annual Provincial Conference (2 days – a Friday and Saturday) and approximately three (3) half days of release time to attend Board of Directors meetings (either in-person or virtually – January/February weekend, August weekday, December weekday in adjunct to the conference) must be confirmed before submitting your nomination form.

The candidate must be a current member, in good standing, of the Council for Exceptional Children. The candidate must currently be enrolled as a student at a postsecondary school.

Specific Responsibilities include: Note this is a 1-year term of office that can be renewed

1. To serve as a voting member of the Ontario CEC Board of Directors.
2. To maintain regular contact with the Ontario Student Chapter, and its Advisors.
3. With the Faculty Student Advisor(s), prepare an Annual Report of the activities of the Ontario Student Chapter.
4. Work with the Ontario Student Chapter to develop and promote chapter activities, programs and encourage participation at the Annual Ontario CEC Conference.
5. To assist with recruiting new student members from Ontario colleges and universities.
6. To serve on the Accreditation & Membership, Communications, and Student Activities committees.
7. To carry out duties as assigned by the Board of Directors and the Student Activities Committee Chair/Advisor.
8. To assist the Secretary and Members at Large in the gathering of information from the Ontario Student Chapter to update The Ontario Council's Directory on an on-going basis.

Required Skills: To ensure effective leadership at the Ontario CEC level the following skills are recommended

- Exemplary interpersonal, oral, and written communication skills
- Computer skills: Use of shared files (google drive format), word processing, spreadsheet use, use of zoom/virtual call platforms, competence with social media posting and analysis
- Organizational skills
- Self-initiative, hardworking and committed to duties as assigned
- Working knowledge of Special Education in Ontario
- Committed to working as an equal team member to develop both personal and professional growth within CEC as an organization

Criteria for Secretary

REQUIRED RELEASE TIME: Prior approval for attending the Annual Provincial Conference (2 days – a Friday and Saturday) and approximately three (3) half days of release time to attend Board of Directors meetings (either in-person or virtually – January/February weekend, August weekday, December weekday in adjunct to the conference) must be confirmed before submitting your nomination form.

The candidate must be a current member, in good standing, of the Council for Exceptional Children.

The Secretary of Ontario CEC shall assume the secretarial procedures and responsibilities, according to the determined timelines, and shall assume the responsibilities of historian.

Specific Responsibilities Include: Note this is a 2-year term of office

1. To serve as a voting member of the Ontario CEC Board of Directors.
2. To serve on the Accreditation & Membership and Communications Committees.
3. Prepare, file, and distribute minutes of the Board of Directors Meetings and the AGM.
4. Maintain a list of the terms of the members of the Board of Directors and a current board members contact sheet..
5. Maintain the Standing Committee and Ad Hoc Committee Members' lists.
6. Keep on file the minutes of all Standing and Ad Hoc committee meetings.
7. Keep on file and maintain copies of templates used at the Board of Directors' Meetings, Committee Meetings, and the AGM.
8. Maintain a Summary of Motions for the year from the Board of Directors Meetings (electronic and in person).
9. Maintain the Ontario CEC Archival Files, as outlined in the Annual Archival Checklist.
10. Carry out other duties assigned by the Board of Directors.

Required Skills: To ensure effective leadership at the Ontario CEC level the following skills are recommended:

- Exemplary interpersonal, oral, and written communication skills
- Computer skills: Use of shared files (google drive format), word processing, spreadsheet use, use of zoom/virtual call platforms, competence with social media posting and analysis
- Organizational skills
- Self-initiative, hardworking and committed to duties as assigned
- Working knowledge of Special Education in Ontario
- Committed to working as an equal team member to develop both personal and professional growth within CEC as an organization

Criteria for Membership Chair

REQUIRED RELEASE TIME: Prior approval for attending the Annual Provincial Conference (2 days – a Friday and Saturday) and approximately three (3) half days of release time to attend Board of Directors meetings (either in-person or virtually – January/February weekend, August weekday, December weekday in adjunct to the conference) must be confirmed before submitting your nomination form.

The candidate must be a current member, in good standing, of the Council for Exceptional Children.

Specific Responsibilities Include: Note this is a 3-year term of office

1. To serve as a voting member of the Ontario CEC Board of Directors.
2. To serve on the Accreditation & Membership and Communications Committee.
3. To act as Chair of the Accreditation & Membership Committee.
4. To act as Chair and Advisor of the Student Activities Committee.
5. To maintain the Ontario CEC Directory.
6. To assist in the organization and development of new Chapters.
7. To liaise with International CEC on membership matters.
8. To maintain electronic records of Ontario CEC membership, including membership in Ontario Subdivisions.
9. To collaborate with the Membership Chair appointed by each Chapter and Subdivision regarding their recruitment and retention of (including recently lapsed) members.
10. To determine the membership numbers thirty (30) days prior to the AGM.
11. To collect and record all proxy votes at the AGM.
12. To coordinate the amalgamation of Chapters when appropriate and necessary.
13. To organize an Ontario CEC membership table at the annual conference.

Required Skills: To ensure effective leadership at the Ontario CEC level the following skills are recommended

- Exemplary interpersonal, oral, and written communication skills
- Computer skills: Use of shared files (google drive format), word processing, spreadsheet use, use of zoom/virtual call platforms, competence with social media posting and analysis
- Organizational skills
- Self-initiative, hardworking and committed to duties as assigned
- Working knowledge of Special Education in Ontario
- Committed to working as an equal team member to develop both personal and professional growth within CEC as an organization