

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, 2027 for the terms noted.

- (1) Vice President (Presidential Cycle) – 2-year term (6-year cycle)
- (1) Secretary – 2-year term
- (2) Members-at-Large – 2-year term
- (1) Student Representative – 1-year term (may be renewed for 1 year)

Nomination Forms must be e-mailed to the Nominations Chair by **August 1, 2026.**

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

Ontario CEC Nominations Committee Chair, Lynn Ziraldo
lynnziraldo@rogers.com

Nominations Committee Chair: Lynn Ziraldo
Committee Members: Cindy Perras, 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:

Experience:

Contributions to CEC: (Locally, Provincially, Internationally)

Objectives for Ontario CEC if elected:

Nominator's Signature:

Date:

Nominee's Signature:

Date:

Criteria for Vice President

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 weekend, 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.

To ensure effective leadership at the Ontario CEC level the following criteria are recommended:

1. Served on a local Chapter/Subdivision as an executive member for at least two years
2. Served on the Ontario Board of Directors for a minimum of two years
3. Participated in at least one Standing Committee at the provincial level

Specific Responsibilities include: Note this is a 2 year term of office in a 6 year Presidential Cycle (2 years as Vice President, 2 years as President, 2 years as Past President).

1. To succeed to the office of President as soon as such a vacancy occurs.
2. To serve in the place of the President if absent or unable to serve their office.
3. To serve as a member of the Governance, Accreditation & Membership, Conference, and Finance Committees.
4. To act as Chair of the Awards Committee and other committees as assigned.
5. To exhibit professional leadership in working together with the Board members.

Responsibilities of the Awards Committee Chair include:

1. Submit minutes of all meetings. Prepare an annual report of the activities of the committee.
2. Ensure the Awards Information and the Nomination Process is updated on the Ontario CEC website.
3. Call for and receive nominations for the Ontario CEC Awards from chapter and subdivision presidents and the membership in general.
4. Arrange for the committee to review the nominations and make recommendations to the Board of Directors as to award recipients. Notify in writing, candidates approved by the Board to receive awards.
5. Organize and arrange for the presentation of the awards at the annual Ontario CEC Conference.
6. Maintain a historical record (Awards Archive) of awards and award recipients.

Required Skills:

- Leadership skills: Advocating provincially for our students and their families. Providing input to the policies, preparation, and practice of our profession. Ability to chair a committee. Committed to working as an equal team member to develop both personal and professional growth within CEC as an organization.
- Communication skills: Written and oral. Recording minutes, composing letters to award recipients, email, and telephone correspondence.
- Computer skills: Use of shared files (google drive format), word processing, spreadsheet use, document editing, use of zoom/virtual call platforms, familiarity with social media.
- Organizational skills
- Working knowledge of Special Education in Ontario

Criteria for Secretary

REQUIRED RELEASE TIME: Prior approval for attending the Annual Provincial Conference (2 days) and approximately four (4) half days of release time to attend Board of Directors meetings (either in-person or virtually - January weekend, May weekend, December weekday in adjunct to the conference) as well as an August Executive Meeting must be obtained before submitting your nomination form.

To ensure effective leadership at the Ontario CEC level the following criteria are recommended:

1. Current member of CEC.

Specific Responsibilities Include:

1. To prepare, file and distribute minutes of the Board of Directors Meetings and the AGM.
2. To maintain a list of the members of the Board of Directors.
3. To maintain the Ontario CEC Archival Files.
4. To keep on file the minutes of all Standing and Ad Hoc committee meetings.
5. To keep on file and to maintain copies of all forms used at the Board of Directors' Meetings and the AGM.
6. To carry out other duties assigned by the Board of Directors.

Required Skills

- Must have exemplary organizational skills.
- Proven interpersonal and communication skills.
- Must be a self-motivated individual.
- Computer skills: Use of shared files (google drive format), word processing, spreadsheet use, document editing, use of zoom/virtual call platforms, familiarity with social media.

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