



2026 Election: Position Descriptions

Thank you for your interest in joining the NYS Council for Exceptional Children (NYSCEC) Board of Directors! Position Descriptions for all open elected roles can be found [here](#).

NYSCEC Executive Board Positions

**All board positions must maintain their CEC membership and actively participate in the NYS CEC leadership role for the next three years.*

President-Elect/Vice President

Term: Three-year commitment.

Monthly Commitment: 5-7 hours

Individuals elected to the presidential line agree to a 3-year commitment, beginning with the role of vice president (1st year), moving to the role of president (2nd year), and culminating in the past president role (3rd year).

Primary Responsibilities: The president elect/vice president selects and plans several professional learning opportunities (such as webinars, book discussions, etc.; at least 3 events) to be held during their year in office, primarily in a virtual format. To do so, the Vice President should work with the Communications Coordinator to disseminate information about activities. In addition, the Vice President begins the planning and coordination of the annual conference to be held during their year of presidency.

As a board member, you will be expected to fulfill the following roles and responsibilities:

1. Attend all board meetings and participate in discussions and decision-making processes.
2. Stay informed about the activities and affairs of the organization, including its financial status and any legal or regulatory issues.
3. Help set the direction and goals of the organization and ensure that it is working towards its mission.
4. Support the organization's fundraising efforts.
5. Represent the organization at events, meetings, and other public gatherings, as needed.

The President-Elect will fulfill the following:

1. To serve in the place of and with the authority of the president in case of the president's absence or inability to serve;
2. To assume designated responsibilities which will provide training for advancement to the office of president-elect and president;

3. To develop the Unit's program for the CEC annual convention, and plan other meetings according to the policies and directives of the Executive Committee; and
4. To lead the planning and coordination of an annual statewide meeting.

Secretary

Term: Three-year commitment.

Monthly Commitment: 2-3 hours

Primary Responsibilities: The Secretary assists the President with implementing the strategic plan by developing and sharing the agenda for all meetings of the Executive Committee and the Board of Directors. In addition, the Secretary oversees the organization's calendar, including the nomination process for elected and appointed positions, working with the Communications and Leadership Coordinator.

As a board member, you will be expected to fulfill the following roles and responsibilities:

1. Attend all board meetings and participate in discussions and decision-making processes.
2. Stay informed about the activities and affairs of the New York Council of Exceptional Children, including its financial status and any legal or regulatory issues.
3. Help set the direction and goals of the organization and ensure that it is working towards its mission.
4. Support the organization's fundraising efforts.
5. Represent the organization at events, meetings, and other public gatherings, as needed.

As a Secretary, your specific responsibilities will include:

1. To keep a careful record of the proceedings of the annual business meeting and the meetings of the Executive Committee;
2. To carry on correspondence as necessary for the operation of the Unit;
3. To assume custody of all records except those specifically assigned to others;
4. To keep accurate lists of the Executive Committee and committee members; and
5. To transfer all records to the new secretary at the time of installation.

NYSCEC Board Positions

At-Large Member

Term: Three-year commitment.

Monthly Commitment: 1-2 hours

Primary Responsibilities: Serve as member representatives to the Board, providing a voice for constituents in decisions related to affairs, and the general business of the unit. At-large members get a vote in all matters related to the Board of Directors. Attend and participate in monthly (1-hour) board meeting discussions and decision-making processes. At-large members help set goals and directions for the organization.

As a board member, you will be expected to fulfill the following roles and responsibilities:

1. Attend all board meetings and participate in discussions and decision-making processes.
2. Stay informed about the activities and affairs of the New York Council of Exceptional Children, including its financial status and any legal or regulatory issues.
3. Help set the direction and goals of the organization and ensure that it is working towards its mission.
4. Support the organization's fundraising efforts.
5. Represent the organization at events, meetings, and other public gatherings, as needed.

As a Member-at-Large, your specific responsibilities will include:

1. Serving as a general member of the board, assisting with the governance and oversight of the organization.
2. Providing input and feedback on the policies and initiatives of the New York Council of Exceptional Children.
3. Participating in the development of the organization's strategic plan and direction.
4. Assisting with the recruitment and retention of top talent.
5. Helping to promote the mission and work of the New York Council of Exceptional Children in your community.