**SC CEC Planning Document - 2023-2024**

GOAL 1: TEACHING AND LEARNING CONDITIONS

Goal: *To improve the conditions of teaching and learning and support the highest quality of services for individuals with exceptionalities.*

**Objective 1.1: To recognize individuals who provide service to individuals with exceptionalities.**

Executive Committee Member Responsible: Corresponding Secretary

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Establish and chair awards committee. | Ongoing | Corresponding Secretary |
| 1. Appoint Awards Committee members and submit for approval.  * Outstanding Student Member * Outstanding Member * Exceptional Educator of the Year $ * Rookie Teacher of the Year $ * Para-educator of the Year * Principal of the Year * General Educator of the Year * Advocate of the Year * Yes I Can\* * Laura Mohr Scholarship * Betty Brown Training Grant\* * Mini-grant Awards | Jul. 22, 2023 | Corresponding Secretary |
| 1. Update and present award criteria. | Jul. 22, 2023 | Executive Committee through Corresponding Secretary |
| 1. Provide directions to awards committee. | Sept. 1, 2023 | Corresponding Secretary |
| 1. Submit article and criteria for awards to newsletter and ensure criteria are posted on the website. | Article for E-newsletter- Sept. 1, 2023  Web posting-Sept. 8, 2023 | Corresponding Secretary  Publication Chairperson |
| 1. Solicit call for courtesy resolutions to be presented at RA | Oct. 14, 2023  Deadline for Submission: Nov. 30, 2023 | Parliamentarian |
| 1. Follow-up with previous mini-grant winner(s), collect financial documentation, and presentation proposal and submit to Treasurer and President-Elect. | Nov. 10, 2023 - presentation proposal due  one year from award - financial documentation due  N/A for 2023 | Corresponding Secretary |
| 1. Gather award information from Award chairpersons. | Jan. 5, 2024  \*Deadline for awards-November 1, 2022 | Corresponding Secretary |
| 1. Contact all nominators of non-winners (with the formal email). | Jan. 8-12, 2024 | Corresponding Secretary |
| 1. Contact winners and nominators. | Jan. 8-12, 2024 | Corresponding Secretary |
| 1. Order plaques, trophies, and certificates to include VIP award. | Jan. 19, 2024 (this will allow time to proof names and reorder if needed) | Corresponding Secretary |
| 1. Submit names of award winners to treasurer. | Jan. 19, 2024 | Corresponding Secretary |
| 1. Pay Conference Registration for designated award recipients. $ | 2024 Conference | Treasurer |
| 1. Submit names for hotel room reservations for designated award winners to President Elect. \* | Jan. 19, 2024 | Corresponding Secretary |
| 1. Report results to executive committee and submit written documentation of recipients to Recording Secretary for records. | by February 28, 2024 | Corresponding Secretary |
| 1. Present awards at the state conference. | March 1, 2024 | Corresponding Secretary |
| 1. Submit article for newsletter about awards. | March 9, 2024 | Corresponding Secretary |
| 1. Provide funds to assist with expenses to attend CEC Convention for National CEC Award winners and SCCEC Clarissa Hug nominee. Individual stipends/reimbursements will not exceed $1000. | June 1, 2023 | Treasurer |
| 1. Issue checks for mini grants and scholarships with appropriate documentation submitted. | June 30, 2024  NA 2023/2024 | Treasurer |

**Objective 1.2: To disseminate public information through print and electronic media.**

Executive Committee Member Responsible: Corresponding Secretary

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Collaborate with the Research and Professional Development Committee to publish position and policy papers. | Ongoing | Publication Chairperson |
| 1. Maintain copy of publications for archives. | Ongoing | Publication Chairperson/Archives |
| 1. Email executive board reminders for meetings and newsletter submissions. | 2 weeks prior to each Executive Board meeting (Aug. 5, September 23, November 18, February 14, March 30, June 1) | President  Corresponding Secretary |
| 1. Collect information for at least four newsletters. | Sept. 1, Oct. 14, Dec. 8 (Special Issue) Mar. 9, May 18 | Publication Chairperson |
| 1. Submit newsletter to Executive Committee to preview prior to it being sent via email or posted on website. | Sep. 9, Oct. 21, Dec. 15, Mar. 16, May 25 | Publication Chairperson |
| 1. Provide email list with updated membership to Corresponding Secretary to distribute member emails. | 1 week after newsletter deadlines (Sep. 9, Oct. 21, Dec. 15, Mar. 16, May 25) | Membership Chairperson |
| 1. Distribute Newsletter to members and Special Education Directors. | After approval of Exec. Committee | Corresponding Secretary |
| 1. Publish newsletter to website and SCCEC Community. | After approval of Exec. Committee | Publication Chairperson |
| 1. Submit written report to representative assembly. | Due to President: Feb. 16, 2024 | Publication Chairperson |

GOAL 2: EVIDENCE BASED PRACTICES

Goal: *Conduct professional development conference annually to disseminate evidence based and promising practices.*

Executive Committee Member Responsible: President Elect

*\*subject to change due to COVID-19*

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Coordinate conference needs with hotel staff. | Ongoing | President Elect |
| 1. Reimburse for expenses related to Conference Planning (copies, travel, etc.) | Ongoing | Treasurer |
| 1. Meet with hotel representative to review contract and begin planning including audio/visual, tables, catering, etc. | before October meeting | President Elect  (accompanied by Conference Committee) |
| 1. Select conference planning committee in collaboration with Research and Professional Development Chair. | Aug. 19, 2023 | President Elect |
| 1. Determine person securing exhibitors to solicit and organize exhibitors for conference. | Aug. 19, 2023 | President Elect |
| 1. Introduce 2024 Conference Host(s). | Aug. 19, 2023 | Executive Committee |
| 1. Select theme to present to executive committee. | Aug. 19, 2023 | President Elect |
| 1. Send email blast advertising conference to membership, state department of education, and national CEC. | Save the date on website with an email blast -Sept. 8 2023  Reminder/info in each newsletter | President Elect  Publication Chairperson  Corresponding Secretary |
| 1. Create and distribute call for proposals | Sept. 8, 2023  Due Nov. 10, 2023 | President Elect  Corresponding Secretary |
| 1. Solicit conference proposals for Subdivision pre-conferences and activities | Sept. 8, 2023  Due Nov. 10, 2023 | President Elect/Subdivision Liaison |
| 1. Send conference information to state and district directors. | Sept. 8, 2023 | President Elect |
| 1. Propose conference registration fee to executive committee (vote needed). | Oct. 7, 2023 | President Elect |
| 1. Develop procedures for registration process. | Oct. 7, 2023 | President Elect and Treasurer |
| 1. Recommend table prices for commercial and agency exhibitors to executive committee for approval (vote needed). | Oct. 7, 2023 | President Elect |
| 1. Develop Budget for 2024 Conference and present to executive committee for approval. | Oct. 7, 2023 | Treasurer and President Elect |
| 1. Prepare registration form for distribution. | Oct. 14, 2023 | President Elect |
| 1. Solicit silent auction items for conference and submit announcement for newsletter. | Oct. 14, 2023 | Past President |
| 1. Collaborate in the selection of pre-conference and conference presentations. | Nov. 10, 2023- Dec. 2, 2023 | President Elect/ Research and Professional Development Committee |
| 1. Notify presenters of proposal acceptance for pre-conference and conference presentations. | Dec. 2, 2023 | Professional Development Committee/Corresponding Secretary |
| 1. Solicit site proposals for 2025 Conference and present to Executive Committee with recommendations. | Dec. 2, 2023 | President and/or appointed designee |
| 1. Secure keynote speaker. | Dec. 2, 2023 | President Elect |
| 1. Secure conference bags, name tags, and recognition ribbons. | Dec. 2, 2023 for 2024 Conference | President Elect |
| 1. Secure conference administrative support. | Dec. 2, 2023 | President Elect |
| 1. Develop a plan and begin to schedule session hosts. (Volunteer for students?) | Dec. 2, 2023 | Executive Committee |
| 1. Organize and facilitate Student Activities at Conference. | Formal Plan Developed: Dec. 2, 2023  Facilitate: Mar. 1, 2024 | Student Advisor/Conference Committee |
| 1. Submit listing of sessions to webmaster and newsletter chairperson. | Draft of sessions: Dec. 8, 2023 | President Elect |
| 1. Create draft at-a-glance of conference program. | Dec. 16, 2023 | President Elect |
| 1. Arrange and coordinate hotel rooms for executive committee, award winners, conference administrative support, and special guests. | Jan. 15, 2024 | President Elect |
| 1. Submit conference program (printer) and at-a-glance (administrative support) for publishing. | Program: Feb. 2, 2024  At-a-Glance: Feb. 9, 2024 | President Elect  Publications Chairperson |
| 1. Setup and man silent auction table. | Feb. 29-Mar. 1, 2024 | Past President |
| 1. Secure gift baskets for president, president elect, and keynote speaker. | Feb. 28, 2024 | Past President |
| 1. Secure appreciation gift for President. | Feb. 28, 2024 | President Elect |
| 1. Prepare awards ceremony program and print. | Feb. 2, 2024 | Awards Chair  President Elect |
| 1. Distribute renewal certificates and conference evaluation link. | Mar. 9, 2024 | Recording Secretary |
| 1. Send designated honorarium for conference administrative support. | Mar. 9, 2024 | Treasurer |
| 1. Present conference evaluation information to executive committee and newsletter. | Apr. 13, 2024 | President Elect |

GOAL 3: COMMUNITY AND MEMBERSHIP

Goal: *To promote growth and diversity in membership by building a more engaged community to enhance professional practice, learning, leadership, and collaboration.*

**Objective 3.1: To improve the recruitment and retention of our members, including a diverse membership, by increasing the value of programs and services.**

Executive Committee Member Responsible: Membership Chair

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Retain membership through publications (website, newsletter, emails). | Ongoing/Monthly | Membership Chair |
| 1. Serve as liaison with international CEC concerning membership needs. | Ongoing | Membership Chair |
| 1. Implement plan for retention and recruitment. | Ongoing | Membership Chair/Committee |
| 1. Create a membership committee to assist with recruitment/retention. | Aug. 19, 2023 | Membership Chair |
| 1. Maintain accurate membership roster and report to executive committee. | At Exec. Com. meetings: Aug. 19, Oct. 7, Feb. 28, April 13 | Membership Chair |
| 1. Develop a plan for retention and recruitment of members and present to executive committee. | Oct. 7, 2023 | Membership Chair |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 16, 2024 | Membership Chair |
| 1. Qualify recipients for the membership award for chapters increasing membership by 10% (Dec. 2022 - Dec. 2023). | Submit chapter names to Award Chair by Jan. 5, 2024  Announce at Awards Ceremony | Membership Chair |

**Objective 3.2: To facilitate chapter and subdivision growth and development.**

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Assist units in the development and revision of their by-laws and planning document. | Ongoing | Past President |
| 1. Provide assistance to prospective chapters in meeting the requirement to be recognized as a chapter according to the by-laws. | Ongoing | President/Past President |
| 1. Disseminate VIP and organizational requirements to chapter presidents. | Sept. 1, 2023 | Past President |
| 1. Qualify recipients for VIP award and submit to executive committee based on meeting VIP criteria for the previous year. | Eligibility: President 2022-2023  Deadline: Sept. 25, 2023  Qualified: Oct. 7, 2023 | Past President |
| 1. Collect by-laws & planning document and compile list of officers from each chapter & subdivision. | Oct. 7, 2023 | President and Chapter/Subdivision Liaison |
| 1. Disseminate lists of chapter and subdivision officers and membership total to the Recording Secretary. | Officers: Oct. 14, 2023  Membership Total: Ongoing | Chapter/Subdivision Liaison and Membership Chairperson |
| 1. Submit written report to President for Representative Assembly. | Due to President: Feb. 16, 2024 | Chapter Presidents Subdivision Presidents |
| 1. Recognize presidents meeting the VIP criteria at the annual conference. | At Awards Ceremony | Past President |

GOAL 4: PUBLIC POLICY AND ADVOCACY

Goal: *To advance governmental policies impacting the teaching and learning of individuals with exceptionalities and the practice of professionals who work on their behalf.*

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Identify issues to which SCCEC needs to respond and direct pertinent information to international CEC. | Ongoing | Governmental Relations Chair |
| 1. Submit recommendations for state policies and positions to the executive committee after review of national policy and position statements. | Ongoing | Research and Professional Development Committee |
| 1. Submit recommendations for state policies and positions to the executive board after review of national policy and position statements. | Ongoing | Executive Committee |
| 1. Submit success stories to the Children’s Action Network and to local newspapers. | Ongoing | Governmental Relations Chair |
| 1. Provide information to chapters and subdivisions on pertinent issues. | Ongoing | Governmental Relations Chair |
| 1. Submit articles to newsletter and website. | Sept. 1, Oct. 14, Dec. 8, Mar. 9, May 18 | Governmental Relations Chair |
| 1. Develop a plan to disseminate information to membership regarding accessing state level legislative and policy issues. | Oct. 7, 2023 | Governmental Relations Chair |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 16, 2024 | Governmental Relations Chair |
| 1. Plan meeting/information sharing session for conference (Policy Session with State Superintendent). | During Conference | Governmental Relations Chair w/Conference Committee |
| 1. Submit recommendations for state policies and positions for approval to the Representative Assembly after review of national policy and position statements. | Mar. 2, 2024 | Executive Board |
| 1. Attend Legislative Training as scheduled by National CEC. | When Scheduled | Governmental Relations Chair |

GOAL 5: ORGANIZATIONAL EFFECTIVENESS

Goal: *To continuously improve organizational performance and fiduciary effectiveness to provide value to members and customers.*

**Objective 5.1: To maintain fiscal accountability.**

Executive Committee Member Responsible: Treasurer

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Reimburse travel expenses for members of Finance Committee. | Ongoing | Treasurer |
| 1. Submit proposed changes to financial procedures to executive committee/ executive board. | Ongoing | Treasurer |
| 1. Maintain necessary insurance coverage for SCCEC and SCCEC Conference. | Ongoing | Treasurer and President |
| 1. Pay storage rental fees. | Monthly | Treasurer |
| 1. Submit books to CPA for tax preparation and compilation. | Aug. 1, 2023 | Treasurer |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 16, 2024 | Treasurer |
| 1. Conduct internal audit, review financial activities and make recommendations. | During Conference | Finance Committee |
| 1. Present Finance Committee Recommendations to executive committee/executive board. | RA: Mar. 2, 2024 | Treasurer |
| 1. Pay PO Box fee yearly. | July 30, 2024 | Treasurer |
| 1. Submit needed paperwork to SC Secretary of State’s office. | As required | Treasurer and President |

**Objective 5.2: To maintain written documentation of federation activities.**

Executive Committee Member Responsible: Recording Secretary

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Develop documentation procedures for federation activities. | Ongoing | Executive Committee |
| 1. Submit proposed changes to procedures to executive committee. | Ongoing | Recording Secretary |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 16, 2024 | Recording Secretary |

**Objective 5.3: To conduct the business of the federation.**

Executive Committee Member Responsible: President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Reimburse travel expenses for Executive Committee and Executive Board members (1 per chapter) attending meetings as prescribed by Finance Committee Recommendations. | Ongoing | Treasurer |
| 1. Determine appropriateness of expenditures necessary for the good of the order and submit to the Executive Committee for approval; Treasurer will issue check. | Ongoing | President or designee |
| 1. Prepare Planning Document for approval by executive board. | Aug. 19, 2023 | President/Executive Committee |
| 1. Send proposed agenda to Corresponding Secretary. | 2 weeks prior to meeting dates (Aug. 5; Sept. 23; Nov. 18, Feb. 14; March 30) | President |
| 1. Contact chapter and subdivisions who were not in attendance and provide information. | 1 week after meetings | Chapter/Subdivision Liaison |
| 1. Arrange for sign in sheets and name tags for all executive committee and board meetings under the direction of the president. | All scheduled Executive Committee and Executive Board meeting dates | Corresponding Secretary |
| 1. Establish meeting dates and sites of all executive committee and board meetings. | Annual Planning Meeting/ Leadership Training Institute (LTI)  June 15, 2024 | President |
| 1. Arrange accommodations if needed for executive committee. | As needed | President/Treasurer |

**Objective 5.4: To maintain by-laws.**

Executive Committee Member Responsible: Parliamentarian

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Serve as Executive Committee and Board parliamentarian. | Ongoing | Parliamentarian |
| 1. Obtain recommendations for by-law revisions and submit in writing to By-laws Committee. | Ongoing | Parliamentarian |
| 1. Facilitate by-law changes for chapters and subdivision units. | Ongoing | Parliamentarian/Subdivision Liaison/Chapter Liaison |
| 1. Submit proposed amendments and recommendations to Executive Committee (if needed). | Oct. 7, 2023 | Parliamentarian |
| 1. Submit by-law proposed changes to the website/email/newsletter (if needed). | 30 days prior to Representative Assembly | Parliamentarian/  Publications |
| 1. Present revised by-laws and by-laws for action at Representative Assembly (if needed). | Mar. 2, 2024 | Parliamentarian |
| 1. Post revised by-laws on website (if needed). | June 30, 2024 | Parliamentarian/  Publications |

**Objective 5.5: To conduct annual elections.**

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Create a nominating committee. | Oct. 7, 2023 | Past President |
| 1. Review nomination procedures. | Oct. 7, 2023 | Nominating Committee |
| 1. Submit proposed revisions of procedures to Executive Committee (if needed). | Oct. 7, 2023 | Past President |
| 1. Submit call for nominations to Publication Chairperson. | Oct. 14, 2023  \*Deadline for nominations: Dec. 1, 2023 | Past President |
| 1. Present nominees to Executive Committee with recommendations for slate. | Dec. 2, 2023 | Past President |
| 1. Submit nominee biographies for posting on website and email to all members. | Dec. 8, 2023 | Past President |
| 1. Submit written report to Representative Assembly. | Due to President: Feb. 16, 2024 | Past President |
| 1. Prepare ballots, collect, and count votes at Representative Assembly. | Feb. 28, 2024 | Past President |

**Objective 5.6: To conduct Representative Assembly.**

Executive Committee Member Responsible: President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Review Representative Assembly procedures with Vice President and submit proposed changes to procedures to Executive Committee (if needed). | Oct. 7, 2023 | President/Past-President/ Parliamentarian/Vice President |
| 1. Submit Representative Assembly Procedures to Publications Chairperson for publication. | Oct. 14, 2023 | Vice President |
| 1. Request chapter and subdivision leaders to submit their representative for Representative Assembly. | Invite by Dec. 8, 2023 | Vice President |
| 1. Submit representative names for Representative Assembly to Vice President. | Feb. 16, 2024 | Chapter/Subdivision President |
| 1. Establish times for Representative registration at SCCEC Conference and email info to representatives and submit to newsletter. | Dec. 15, 2023  \*submit to membership by email | Vice President |
| 1. Conduct Representative registration at SCCEC Conference. | Mar. 1, 2024 | Vice President |
| 1. Check in representatives at the door and give a report at the opening of Representative Assembly. | Mar. 2, 2024 | Vice President |
| 1. Collect reports and compile RA handout. | Feb. 28, 2024 | President |

**Objective 5.7: To represent SCCEC at CEC Convention, Representative Assembly, and Leadership Training Institute.**

Executive Committee Member Responsible: President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Attend National LTI. | As scheduled | President/President Elect or Designee |
| 1. Reimburse expenses for Representatives to attend National CEC LTI. Travel expenses are as prescribed by Finance Committee Recommendations. | Within 1 month after attendance at event with submission of receipts | Treasurer |
| 1. Immediately after SCCEC Conference, prepare nominations for awards relevant to National CEC. | Based on National Award Deadlines | President/Awards Chair |
| 1. Attend Representative Assembly meeting. | At National CEC Convention  when scheduled | Past President/President or Designee |
| 1. Reimburse expenses for Representatives to attend National CEC RA. | Within 1 month after attendance at event with submission of receipts | Treasurer |
| 1. Inform SC Membership of current CEC issues. | Ongoing | Past President and President |

**Objective 5.8: To conduct annual LTI.**

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Facilitate annual LTI. | July 22, 2023 | Past President |
| 1. Cover costs associated with LTI as identified in the plan and not to exceed $500 | July 22, 2023 | Treasurer |
| 1. Reimburse travel expenses for up to 2 representatives from each unit, committee chairs, and executive committee members. | Within one month of receiving request | Treasurer |
| 1. Develop a plan for annual LTI. | July 8, 2023 | President |