**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, 2023Web posting-Sept. 8, 2023 | Corresponding SecretaryPublication Chairperson |
| 1. Solicit call for courtesy resolutions to be presented at RA
 | Oct. 14, 2023Deadline 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 dueone year from award - financial documentation dueN/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, 2024NA 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)  | PresidentCorresponding 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 2023Reminder/info in each newsletter | President ElectPublication ChairpersonCorresponding Secretary |
| 1. Create and distribute call for proposals
 | Sept. 8, 2023Due Nov. 10, 2023 | President ElectCorresponding Secretary |
| 1. Solicit conference proposals for Subdivision pre-conferences and activities
 | Sept. 8, 2023Due 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, 2023Facilitate: 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, 2024At-a-Glance: Feb. 9, 2024 | President ElectPublications 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 ChairPresident 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, 2024Announce 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 2022-2023Deadline: Sept. 25, 2023Qualified: 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, 2023Membership 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 Conventionwhen 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 |