

## DEC Subdivision Support Committee Toolkit

### 1. **Charge of all DEC Committees** – *What is a DEC Committee?*

The Executive Board has charged, and monitors the performance of, the Executive Office to achieve DEC's ends. The Executive Office determines the means by which it goes about achieving those ends. One of those means is the utilization of member-expertise to complete specific sectors of DEC's work through formalized bodies called DEC Committees. DEC Committees are charged to collaborate within themselves, under the direction of the Executive Office, to work toward specific sectors of DEC's work.

### 2. **Organizational Chart** – *Understanding your Committee's place in DEC's membership organizational structure*

DEC Committees fit underneath, and are directly connected to, the Executive Office in [the overall organizational structure](#). The Executive Office is the official connection and point of contact with all DEC Committees, doing work on behalf of the Members/Owners and Executive Board. The Executive Board also utilizes the appointment of Liaisons as ex-officio members of DEC Committees, who periodically participate in Committee meetings.

### 3. **Workflow chart** – *Understanding your Committee's place in helping the Executive Office to achieve its work-related charges.*

DEC's mission is to promote policies and advance evidence-based practices that support families and enhance the optimal development of young children (0–8) who have or are at risk for developmental delays and disabilities. To answer the call of that mission, the work DEC does to provide resources, products, services, and supports to the field are critically important and are DEC's first priority. As the work comes first, the Executive Office charges DEC Committees to complete

portions of each sector of DEC's offerings as is appropriate. Though not always the case, a DEC Committee might not be charged to complete every aspect of one of DEC's areas of offerings, but instead, charged to complete or maintain specific sub-sections of a DEC offering, while the Executive Office might remain solely responsible for others.

#### 4. **Charge of the DEC Subdivision Committee**

The purpose of the DEC Subdivision Support Committee is to support state subdivisions ensuring that subdivisions are a vital part of DEC. This includes recruitment and development of new subdivisions as well as structure for subdivision development through:

- providing guidance to subdivision leaders,
- drafting and disseminating subdivision annual report and action plan templates, and
- analyzing subdivision annual reports, action plans and communicating with subdivisions to determine strengths and needs of subdivisions.

The DEC Subdivision Support Committee will strive to expand the subdivision work to include:

- (1) a focus on undergraduate and graduate student subdivision chapters in institutes of higher education,
- (2) teaming across subdivisions, and
- (3) collaboration between committee and subdivisions to the work of other committees such as Families, Policy & Advocacy, and Leadership Development.

***Designated Committee Strands*** (Sub charges/initiatives). DEC Committee Strands can be designated for short term or long-term projects that support the charge of the Committee. The official members of the Committee Strand must be from the DEC Subdivision Committee. Outside members can be appointed as ex-officio based on needs of group and approved by group leadership. The Executive Office should be notified and approve of the formation/purpose/duration of a strand.

Strands:

- Recruiting new subdivisions
- Student chapters
- Committee collaboration
- Take ideas from subdivision leaders once committee is fully formed

## 5. Subdivision Support Committee makeup

- **Committee Leader** (Term Limit)  
Committee leaders serve 2-year terms. A Committee leader may apply for one additional term at the end of the first 2 years but may only participate in the Committee Leader role for a maximum of 4 consecutive years. A pre-requisite to apply to the Committee Leader role is prior participation on the Subdivision Support Committee as a member (may want to waive for 2019-2021 since we are so small to begin with).
- **Other Member** (Term Limit)  
Members may serve 2-year terms with an optional, automatically approved 2-year renewal. If a member chooses to renew their term after serving their first 2 years, they need not reapply for appointment - they need only to notify the Executive Office and sitting committee chair. If a member chooses not to renew their term after serving their first 2 years, they must notify the Executive Office and sitting committee chair. After a member has served a 4-year term, if they would like to continue on the committee, *they may reapply for appointment in an open call for members*. A pre-requisite to apply to the Committee Member role is prior participation of a minimum of 2 years as a State Subdivision Leader.

## 6. How many members are on the Committee?

- The DEC Subdivision Committee shall consist of 5-7 members.
- One member must be assigned to the role of Committee Leader.
- One member must be assigned as lead for any strand.
- One member must be assigned to the responsibility of working with the Inclusion, Equity, and Social Justice Development Committee assuring infusion of these DEC priorities in all aspects of the work of the Committee.

- One, or more, member must be assigned as liaison to any related Community of Practice.
- \*Note: members may carry dual responsibilities.

## 6. How are members/leaders elected?

**Committee Leader** candidates will be solicited through a transparent application process with clear criteria for what makes a qualified leader on the Subdivision Support Committee. The application process will be facilitated by the Executive Office and Executive Board. Candidates will be reviewed and selected by the Executive Office and Executive Board based on a qualitative review of the applicants' demonstrated ability, expertise, and experience necessary to meet the criteria detailed in the call for applications.

**Committee members** candidates will be solicited through a transparent application process with clear criteria for what makes a qualified member-at-large for each open designated role. The application process will be facilitated by a joint effort of the committee lead and the Executive Office. Candidates will be reviewed and selected by a team consisting of the committee lead, Executive Office (1), Executive Board Liaison (1), one member at large, based on a qualitative review of the applicants' demonstrated ability, expertise, and experience necessary to meet the criteria detailed in the call for applications.

## 7. Accountability/Development Designations

- **Leadership Development** – All committee leaders will participate in new leader development and ongoing leadership development activities as designated by the Leadership Development Group.
- **Inclusion, Equity, and Social Justice Development** – All DEC Committees will designate one member to participate in development activities. This member will be responsible for assuring all activities of the group are aligned with DEC's priorities and policies related to Inclusion, Equity, and Social Justice.
- **COP Development** – One member of the DEC Subdivision Committee will be designated as the liaison for any COP in under the Subdivision Committee.

## 8. Yearly Work-plan

The Subdivision Committee will submit a work plan yearly by May 31 of each year. The plan will cover July 01 to June 30. The Executive Office must approve the plan.

- **Quarterly updates** – The plan will be updated quarterly with progress noted as well as any changes to the plan. The quarterly update will be submitted to the Executive Office by the last day of the quarter.