**Subdivision Presidents and Contact Persons 2015**

Term of Office: Unspecified; varies by office

One of the goals of CCBD is for there to be an active approved Subdivision in every ICEC federation. Each state and province should have either a Subdivision level president or a contact person identified, who will facilitate the work of CCBD within the state/province.

Responsibilities:

1. Supply requested information to Regional Services and Membership Committee regarding Subdivision activities, including filing the appropriate annual forms (Unit Officer Form, Annual Activity Report) with CCBD.

2. Serve as a liaison to the Regional Coordinator representing the needs, interests, and professional activities of the respective Subdivision.

3. Communicate to Subdivision members information regarding CCBD activities.

4. Actively support CCBD agreed-upon organizational activities on a Subdivision-wide basis.

5. Attend state, regional and national meetings and actively participate in the meetings and perform tasks related to those meetings.

6. Advocate for the enhancement of services to students with emotional/behavioral disorders and assist in the development of professionals in the field.

7. To insure a continuity of the CCBD activities within the division to include:

 a) maintain a file of all meeting notes

 b) maintain a file of all reports

 c) report active recruitment and retention activities

 d) develop yearly action plan goal

 e) work closely with others to insure smooth transition

8.Develop a close working relationship with the state/province level ICEC Executive Committee and the organizations that serve students with emotional/behavioral disorders.

9. Assist in advocating for children and youth with emotional/behavioral disorders.

\* Updated 2/2015