

*Engaging Our Chapter Leadership
with the CABE COMPASS for English Learner Success*

Regional Representative Responsibilities

BEFORE THE JDA MEETING

- ◆ Follow up in each region to garner full participation by every chapter president or representative. **TO BE COMPLETED BY END OF MARCH**
 - Review the list provided by Irma of Chapter Presidents.
 - Update the contact information if necessary.
 - Identify those chapters that have not yet signed up for JDA.
 - Contact each one and encourage participation.
- ◆ Review the facilitator packet, especially the facilitator's agenda and the PPT notes. If you have any questions about your responsibilities, contact Ramón for clarification. **TO BE COMPLETED BY APRIL 1ST**
- ◆ Set up your café conversation table by covering it with butcher paper, putting up your table sign, and ensuring you have markers available for the participants. **TO BE COMPLETED BY END OF DAY ON 4/1**
- ◆ Collect a variety of interesting magazine pages for use during your region's plan design activity. **TO BE COMPLETED BY END OF DAY ON 4/1**
- ◆ Prepare your own quilt collage square to use as an example during the Quilt Collage activity. **TO BE COMPLETED BY END OF DAY ON 4/1**
- ◆ Review the COMPASS priorities and the strengths/needs of your region (as you know them) and reflect on what might be included in the activity plan your region/chapters will be creating during the Regional Plan Design activity. **TO BE COMPLETED BY END OF DAY ON 4/1**

DURING THE JDA MEETING

- ◆ Be present, physically and mentally, for the entire meeting. Arrive at least 30 minutes early.
- ◆ Facilitate the Quilt Collage activity.
- ◆ Lead the Quilt Collage sharing out.
- ◆ Facilitate three rounds of Café Conversations.
- ◆ Lead the Café Conversation sharing out of a key insight and recommendation.
- ◆ Meet during lunch with your regional team.
- ◆ Facilitate the design of a regional plan.
- ◆ Serve as the regional team host during the Poster Carousel activity.
- ◆ Help clean up the space at the end of the JDA.

AFTER THE JDA MEETING

- ◆ Follow up with the JDA participants and other chapter leaders to remind them of activities and to keep them engaged in the work.
 - Work with the other regional representatives to prepare a “reverse matrix” that at a state-level, organizes proposed regional and chapter activities by the COMPASS claim addressed. TO BE COMPLETED BY APRIL 20TH
 - Send this matrix and the link to the proceedings document and all handouts to all chapters. TO BE COMPLETED BY MAY 1ST
 - Establish a check in system with all chapters within a region. TO BE COMPLETED BY MAY 15TH
 - Post regional/chapter accomplishments (connected to the regional plans) on the “matrix.” ONGOING
 - Report out on regional progress at every CABA board meeting. ONGOING