

ARTICLE IX – DIRECTORS

SECTION 6. RESPONSIBILITIES OF DIRECTORS

(a) President. The President shall:

- (i) Preside at all meetings of the association and see that all meetings are conducted in an orderly manner and that all officers perform their respective duties;
- (ii) Serve as chairperson of the Board of Directors and be in power to call meetings of the Board;
- (iii) Appoint all committee chairpersons, with the approval of the board;
- (iv) Be empowered to sign all contracts and other documents connected with the business affairs and professional activities of the association;
- (v) Make an annual report of the association's activities to the annual meeting of the members;
- (vi) Direct and supervise the Chief Executive Officer (CEO) in the fulfillment of responsibilities and in implementing Board policies; and
- (vii) Serve as the official representative of the association in all matters pertaining to the Association.
- (viii) Facilitate minimally quarterly meeting with Board Executive Committee.

(b) Vice President. The Vice President shall:

- (i) Preside over meetings of the Board and the Association in the absence of the President;
- (ii) Assembly, and Serve as President Pro Tem of the Joint Delegate;
- (iii) Assist the President in the responsibilities of the President, particularly in the areas of public relations, membership, and provision of the facilities for meetings.

(c) Director of Community Affairs. The Director of Community Affairs shall:

- (i) Establish and maintain ties between interested community organization and/or members and the Board of Directors; and
- (ii) Serve as an advocate for community concerns before the Board;
- (iii) Assist CABA to connect and communicate with other community and corporate organizations;

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- (iv) Assist CAFE in coordinating activities with/for community and corporate organizations.

(d) Director of Financial Affairs. The Director of Financial Affairs shall:

- (i) Be the Board member responsible for working with staff to organizing the financial matters of the corporation, including, but not limited to development of an annual budget;
- (ii) Review and submit, in collaboration with staff, quarterly financial reports to the Board; and
- (iii) Facilitate minimally quarterly meeting with Board Finance Committee.

(e) Director of Paraprofessional Affairs. The Director of Paraprofessional Affairs shall:

- (i) Establish and maintain ties between paraprofessional groups and/or individuals and the Board of Directors; and
- (ii) the Board. Serve as an advocate for paraprofessional concerns
- (iii) develop relations with professional organizations and unions that work with and support paraprofessionals
- (iv) Assist with the selection of para-educator of the year for Regional an Annual Conferences.

(f) Director of State/Legislative Affairs. The Director of State/ Legislative Affairs shall:

- (i) Establish and maintain ties between state educational agencies, the state legislature, and the Board of Directors;
- (ii) Serve as an advocate for the Board and the Association before these bodies;
- (iii) Coordinate attendance and participation at state level meeting with CAFE staff and consultants; and
- (iv) Facilitate monthly meeting with Board Legislative Committee

(g) Director of Secondary Education/Higher Education Affairs. The Director of Secondary Education/Higher Education Affairs shall:

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- (i) Establish and maintain contact between secondary and higher education organizations, preparation programs and individuals in education;
- (ii) Bring to the Board of Directors the issues and concerns facing persons in secondary/higher education and teacher preparation and
- (iii) Make known to secondary/higher groups, teacher preparation programs and individuals the policies and position of the Board of Directors.

(h) Regional Delegate Representative (5). Five (5) Regional Delegate Representatives shall

- (i) Establish and maintain regular (at minimum monthly) ties among the chapters in their respective regions, the regional and joint delegate assemblies, and the Board of Directors;
- (ii) Serve as an advocate for the membership before
- (iii) Coordinate annual membership reception/meeting in their region;
- (iv) Facilitate and plan for the Joint Delegate Assembly (JDA) at the annual conference; and
- (v) Support the planning committee efforts for any event or conference held in their prospective region.

The regions are as follows which may be adjusted from time to time by the Board of Directors:

Region 1 - All California counties north of and including San Joaquin, Tuolumne, Mono, Santa Clara and Calaveras, unless listed in one of the other regions.

Region 2 - Monterey, Stanislaus, Merced, Mariposa, Madera, Fresno, Inyo, Tulare, Kings, San Luis Obispo, Kern, San Benito and Santa Cruz.

Region 3 - Orange County and the area and cities in Los Angeles County south of Thousand Oaks, Northridge and Santa Clarita

Region 4 - San Bernardino, Riverside, San Diego and Imperial County

Region 5 - Ventura, Santa Barbara and those cities in Los Angeles County north of and including the cities of Northridge and Santa Clarita.

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(i) Immediate Past President. The Immediate Past President shall:

- (i) Establish and maintain ties between the affiliate interest groups and the Board of Directors; and
- (ii) Promote the affiliation and cooperation of organizations that may assist the association in the furtherance of its goals.

(j) Chief Executive Officer (CEO). The Chief Executive Officer (CEO) shall :

- (i) Administer and implement the policies and approved activities of the board;
- (ii) Perform such other duties as properly pertained to his [her office that may be provided for elsewhere in these bylaws and standing rules;
- (iii) Submit regular reports to the Board of Directors pertaining to the operation of the organization;
- (iv) Keep or cause to be kept, at the principal executive office or such other place as the Board of Directors may direct, a book of minutes of all meetings and actions of Directors, committees of Directors, and members, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the number of members present or represented at members ' meetings, and the proceedings of such meetings; and
- (v) Keep, or cause to be kept, at the principal executive office, as determined by resolution of the Board of Directors, records of the corporate members, showing the names of all members, their addresses, and the class of membership held by each.

(k) The President Elect shall become familiar with the board's policies and process and shall assist the President as requested.

(l) The Director of Parent Relations shall:

- (i) Establish and maintain ties between CAGE other parent organizations and/or members
- (ii) Serve as an advocate for parent concerns before the Board by doing the following:
 - (a) Representing the needs of the parents to CAGE Board.
 - (b) Assisting in planning CAGE activities for parents

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- (iii) Assist CAFE to connect and communicate with other parent and language groups and identify other successful parent leadership development models.
- (iv) Ensure parent voices are heard by incorporating their voices into CAFE publications and to continue and expand outreach and connection to all language groups.
- (v) Be a strong listener to parents' needs and support the development of parent tool kits that will advise them of their rights as parents.
- (vi) Assist with the selection of parent of the year for Regional and Annual Conferences.