

CABE 2022

Honorary and Co-Chair Responsibilities

March 30 -April 2, 2022 – San Francisco, CA

What is my responsibility as an HONORARY CHAIR/Superintendent?

As an Honorary Chair

- Assign a district designee/Liaison to serve as CABE 2022 Co-Chair
- Allow time for selected Co-chair to attend meetings
- Release time to attend the Annual Conference
- Communicate with Co-chair on any updates
- Choose a day to welcome CABE attendees at one of the scheduled General Sessions or Awards luncheon/banquet (Superintendent Welcome Schedule)
- Send teachers, administrators, parents to conference (Establish district Professional Development Day for conference attendance)
- Promote CABE 2022 via district website, team meetings, parent meetings, inter office correspondence, etc.
- Strategically send representatives from each school in your district and/or county to attend CABE to further your focus on directly meeting the needs of ELs

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What are my responsibilities as a CO-CHAIR (Designated Liaison by Superintendent)?

As a Co-Chair

- Attend monthly meetings
- Select 2-3 committees to coordinate for the conference
- Select 1or 2 **responsible** person per committee to serve as a CABE 2022 Committee Chair for your selected committees
- Review workshop proposals for CABE (October planning meeting)
- Monitor your chosen committees progress according to the timeline/checklist will be provided in binder
- Meet your deadlines for the conference
- Support committees to meet deadlines
- Make sure committee chairs attend all meeting dates
- Communicate/update Honorary Chair (Superintendent) on conference planning and schedule
- Attend the Annual Conference from Wednesday-Saturday
- Market/Publicize Annual Conference
- Strategize in district on how to promote attendance at CABE as part of your district/county plan to meet the needs of ELs
- **Recruit attendees** to register for the conference—consider sending representatives from each of your schools (educators and parents)

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What are the benefits of being an HONORARY CHAIR and CO-CHAIR?

- Honorary and Co-Chairs receive complimentary registration, three nights lodging, a ticket to all meal events and parking (If District/County Office/University is unable to pay expense, benefits are non-transferable)
- School District/County Office/University advertised as a co-sponsor on the CABE registration brochure as well as the program
- Both Honorary and Co-Chair pictures and names will be listed in the program with a letter to attendees
- Prime location in exhibit hall with purchased exhibit booth
- CABE appreciation for your support!

What are the benefits of being a Committee Chair?

- CABE will provide 1 non-transferable complimentary registration to all committee chairs
- Special committees will receive additional benefits based on committee responsibilities. Please refer to the planning committee member benefits page.