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 CABE board meeting. ONGOING