What is my Responsibility as an HONORARY CHAIR (Superintendent)?

As an Honorary Chair

- Assign a district designee to serve as CABE 2016 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 CABE’s scheduled General Sessions or Awards luncheon/banquet (2 minutes)
- Send teachers, administrators, parents to conference (Establish district Professional Development Day for conference attendance)
- Promote CABE 2016 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.
What is my Responsibility as a CO-CHAIR (Designated by Superintendent)?

As a Co-Chair – your responsibilities include:

- Select a responsible person to serve as a CABE 2016 Committee Chair for your organization’s selected committee(s).
- Select 3-4 committees to coordinate for the conference
- Attend monthly meetings
- Review workshop proposals for CABE
- Monitor your chosen committees progress
- Meet your deadlines for the conference
- Support committees to meet deadlines
- Make sure committees attend their scheduled meeting dates
- Communicate/update Honorary Chair on conference planning
- 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)
CABE 2016
Honorary and Co-Chair Responsibilities
March 23-26, 2016 – San Francisco, CA

What are the benefits of being an Honorary Chair and Co-Chair?

● Honorary and Co-Chairs receive complimentary registration, three nights lodging, tickets to all meal events and parking—(If District/County Office/University is unable to pay expense).

● 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 does a Committee Chair receive?

● CABE will provide a complimentary registration to all committee chairs.

● Special committees** will receive lodging (Wed-Fri) and complimentary tickets to meal events (depending on the committee)
  ** Student Writing Contest Committee
  ** Decorations/Meal Committee
  ** Protocol Committee
  ** Registration Committee (parking)
  ** School Site Visit (1 night lodging, parking & mileage)
  ** Technology/Audio Visual (parking & hotel)