



CABE 2016 Co-Chairs

Roles and Responsibilities

- Assign chairs for individual committees
- Monitor progress of assigned committees
- Attend all co-chair & full committee meetings
- Complete and return all assigned tasks in a timely manner, e.g., honorary and co-chair letters for program
- Attend at least one conference event with honorary chair
- Adhere to all timelines in committee notebook
 - Promote Staff Development Day
 - Market/promote conference in each district
 - Make sure each committee has and are doing their duties during conference, i.e., volunteers, interpreters are at their post, evaluations are ready for conference and tabulated after conference
 - Maintain communication with Superintendent regarding CABE 2016 planning.