

CABE 2016
Honorary and Co-Chair Responsibilities
March 23-26, 2016 – San Francisco, CA

**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.

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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)

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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, 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)*