

Director of Financial Affairs

The Director of Financial Affairs chairs the CAFE Finance Committee, and works closely with CAFE's Senior Accountant Consultant and the CEO to create and oversee CAFE's annual budget and to work with our auditors on the annual audit of CAFE finances. Additionally, this position helps draft our various policies regarding CAFE finances, investments, donations, insurance, etc.

Responsibilities (by-laws)

- Organizing the financial matters of the corporation, including, but not limited to development of an annual budget; and;
- Collaborate with Senior Accountant Consultant and the CEO to submit quarterly financial reports to the Board

Essential Duties and Expectations

- Fund Development and actively support CAFE's fundraising activities and goals;
- Attend all board meetings;
- Chair Finance Committee meetings;
- Provide reports to the CAFE Board regarding CAFE budget in partnership with CAFE Senior Accountant Consultant and the CEO.
- Focus on how to diversify CAFE's fund development (e.g. grants, fundraising, etc.);
- Collaborate to develop CAFE advisory board that can assist CAFE's fundraising efforts;
- Advance CAFE's long range business and fund development plan;

Director of Community Affairs

The Director of Community Affairs represents CAFE in the wider community and to any corporate/business partners. S/he coordinates any activities, such as the CAFE Economic Summit, to ensure the wider community acknowledges and learns about CAFE and English Learner issues. Additionally, s/he works with the business/corporate community to promote bilingualism for the 21st century workforce and to identify areas for potential funding and partnerships.

Responsibilities (by-laws)

- Establish and maintain ties between interested community organizations and/or members and the Board of Directors;
- Serve as an advocate for community concerns before the Board;
- Assists CAFE to connect and communicate with other community and corporate organizations;
- Facilitate CAFE's connection to other language groups.

Essential Duties and Expectations

- Fund Development and actively support CAFE's fundraising activities and goals;
- Attend all board meetings;
- Assist CAFE in coordinating activities with/for community and corporate organization for the purpose of establishing powerful allies;
- Assists CAFE to connect to other language groups;
- Support the development of new partnerships with community or corporate agencies/organizations;
- Carry the CAFE message to outside organizations, service clubs, chambers of commerce and other agencies.

Director of Secondary and IHE Affairs

The Director of Secondary/I.H.E. Affairs represents the needs of institutions of higher and secondary education before the CABE board. Additionally, they network with the University of California and California State University systems to ensure that these institutions are providing quality teacher education programs and closely monitor state teacher credentialing and preparation requirements.

Responsibilities (by-laws)

- Establishes and maintains contact between secondary and higher education organizations and individuals in education;
- Brings to the Board of Directors the issues and concerns facing persons in secondary/higher education and;
- Makes known to secondary/higher education groups and individuals the policies and position of the Board of Directors.

Essential Duties and Expectations

- Fund Development and actively support CABE's fundraising activities and goals;
- Attend all board meetings;
- Provide membership and leadership for CABE Affiliates: CABTE;
- Network with secondary, UC, CSU and private universities to identify key persons;
- Stay current regarding credential policies;
- Work with Director of State and Legislative Affairs when legislation and policies affect teacher credentialing;
- Inspire and recruit youth to enter teaching as a career;
- Assist in the planning and organization of High School Academy at annual conference;
- Liaison to CTC;
- Contribute to CABE research and publications. Recruit new professors who need to publish.

Regional Representative-Region 1, 3 and 5

The Region Representatives provide the links between local chapters and the CABE Board of Directors. They serve on the CABE JDA/Membership/Advocacy Committee and represent the views of their geographic area, and work with regional leadership to implement CABE board activities in their region. Additionally, Region Representatives are expected to assist with the planning of CABE conferences in their region, to lead and organize an annual membership reception in their region, to appoint and chair the committee to select CABE Teachership winners, and to schedule and chair regional delegate assembly meetings.

Responsibilities (by-laws)

- Establish and maintain ties among the chapters in their respective regions, the regional and joint delegate assemblies, and the Board of Directors;
- Serve as an advocate for the regional membership before the Board.

Essential Duties and Expectations

- Fund Development and actively support CABE's fundraising activities and goals;
- Attend all board meetings;
- Serve as liaisons between region's chapters and CABE Board;
- Work with regional chapters to maintain and increase CABE members;
- Support organization of JDA activities including planning and offering workshops;
- Solicit nominations for CABE's various awards (Teachership Award and Para Professional Award, etc.);
- Work on regional conference and meetings and hold at least one regional meeting per year;
- Market CABE's Annual Conference;

POSITIONS FOR 2019 ELECTIONS

Item 3.7

- Submit articles for CAFE publications;
- Clearly articulate CAFE's mission and priorities among members;
- Support communications via e-mails and phone calls to members and chapter leaders;
- Support CAFE advocacy efforts by responding to action alerts, disseminating information to chapter leaders, etc.