



CABE Board Elections 2025

Dear CABE Voting Member:

Thank you for your continued support of biliteracy, educational equity, and the California Association for Bilingual Education (CABE)! Your membership not only provides valuable benefits but also enables us to advocate for English learners and their families. With your support, CABE has made a significant impact on English learner education in California and the nation since 1975!

We are excited to invite you to consider nominating yourself or another CABE member to participate in our 2025 Board of Directors elections. We are accepting nominations for the following six board positions:

- Director of Financial Affairs
- Director of Community Affairs
- Director of Secondary and Higher Education Affairs
- Region 1 Representative (covering all California counties north of and including San Joaquin, Tuolumne, Mono, Santa Clara, and Calaveras)
- Region 3 Representative (covering Orange County and the areas south of Thousand Oaks, Northridge, and Santa Clarita in Los Angeles County)
- Region 5 Representative (covering Ventura, Santa Barbara, and cities in Los Angeles County north of and including Northridge and Santa Clarita)

Serving on the CABE Board is a unique opportunity to influence English learner and biliteracy education, engage in professional development, and join a vibrant, collaborative community. Our key priorities include implementing our strategic plan, increasing member participation, advocating at both the state and national levels, and strengthening our involvement in bilingual and biliteracy programs in schools and districts.

To be considered for the CABE Board of Directors, candidates should meet the following criteria:

1. Support CABE's Vision and Mission.
2. Be bilingual in English and at least one other language or be actively learning a language other than English.
3. Be active in a local chapter and in good standing within the community.
4. Demonstrate good moral character.
5. Support CABE's actions and the Board of Directors' decisions.
6. Be enthusiastic about advancing CABE's Vision: Biliteracy, Multicultural Competency, and Educational Equity for ALL.

We hope you will consider this exciting professional opportunity. It is an experience we highly recommend!

Sincerely,

A handwritten signature in black ink, appearing to read 'Raúl Maldonado', with a long, sweeping underline.

Dr. Raúl Maldonado, CABE President

CABE Board Nominee Qualifications

In order to qualify as a nominee, a member must satisfy the following requirements:

1. Be at least 21 years of age.
2. Support the vision of CABE.
3. Regular membership for **at least one full year** immediately preceding the nomination deadline: May 8, 2024.
4. In the case of Directorships for Community Affairs and Paraprofessional Affairs, the nominee must have current service in the capacity represented by the office.
5. In the case of the Director of Secondary/Higher Education Affairs, the nominee must have current service in higher education or secondary affairs.
6. In the case of Regional Delegate representatives, the nominee shall reside in the designated region.
7. In the case of the Director of Legislative Affairs, the nominee must have knowledge of the legislative process.
8. In the case of the Director of Financial Affairs, the nominee must have knowledge of financial budgets.
9. In the case of the Director of Parent Relations, the nominee must be a parent of a student attending the public educational system in grades K-12 (especially parents of English Learners).

Preferred Qualification:

In the case of the President Elect and Vice President, it is preferred that the nominees have served two years on the Board at any given time, prior to being nominated for President.

Make a Difference...Become a CABE Board Member!

Are you ready to make a meaningful impact in the lives of English learners? Consider becoming a CABE Board Member and contributing your time and talents to support our mission. CABE is making a vital difference—and with your help, we can do even more.

Board Members are expected to serve in the following ways:

- **Time Commitment**

Attend quarterly board meetings, the CABE Annual Conference, select regional events, regional conferences, and participate in committee work and fundraising efforts.

- **Planning & Participation**

Join the annual board retreat, engage in strategic planning, attend all board meetings, and follow through on board-related responsibilities.

- **Fundraising**

Support CAFE’s mission by participating in fundraising activities, making calls, writing letters, or assisting with grant opportunities. Board members are expected to “give or get” a minimum of \$1,500 annually—either through personal contributions or by encouraging support from your district, school, or organization through CAFE-sponsored events and services.

- **Advocacy & Awareness**

Help raise awareness about CAFE by engaging your networks—family, friends, professional contacts, civic organizations, and potential donors. CAFE Board members also take part in state and federal advocacy efforts for English learners.

- **Membership & Expertise**

Participate in membership drives, share your expertise, recommend speakers, or present at CAFE conferences and events.

Ready to step up?

CAFE members in good standing are invited to complete the Board election application <https://fs3.formsite.com/cabeforms/2025ElectionNominationAp/index> by **Thursday, May 8, 2025, 11:59 PM (PT)**.

All qualified applicants will be reviewed and verified by the Board Election Committee and, if eligible, included on the official eBallot.

Join us in advancing Biliteracy, Multicultural Competency, and Educational Equity for All!

2025 Elections–Board of Directors Positions & Role Descriptions

Director of Financial Affairs

The Director of Financial Affairs chairs the CAFE Finance Committee and works closely with CAFE's Business Manager and Executive Director to create and oversee CAFE's annual budget and to work with our auditors on the annual audit of CAFE's finances. Additionally, s/he helps draft our various policies regarding CAFE finances, investments, donations, insurance, etc.

Responsibilities (by -laws)

- Work with staff to organize the financial matters of the corporation, including, but not limited to development of an annual budget.
- Review and submit, in collaboration with staff, quarterly financial reports to the Board.
- Fund Development and actively support CAFE's fundraising activities and goals.
- Attend all board meetings.
- Facilitate/Chair minimally a quarterly meeting with the Board Finance Committee.
- Collaborate to develop the CAFE advisory board that can assist CAFE's fundraising efforts.
- Approve payment processes over \$15,000.
- Advance CAFE's long range business and fund development plan.

Essential Duties and Expectations

- Fund Development and actively support CAFE's fundraising activities and goals.
- Attend all board meetings.
- Chair the Finance Committee meetings.
- Provide reports to the CAFE board regarding the CAFE budget in partnership with the CAFE Financial Officer.
- Focus on how to diversify CAFE's fund development (e.g., grants, fundraising),
- Collaborate to develop the 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.

Responsibilities (by -laws)

- Establish and maintain ties between interested community organizations and/or members and the Board of Directors.
- Assist CAFE in connecting and communicating with other community and corporate organizations.
- Serve as a liaison with international partners, consulates and education entities.

- Serve as an advocate for community concerns before the Board.
- Facilitate CABE's connection to other language groups.

Essential Duties and Expectations

- Fund Development and actively support CABE's fundraising activities and goals.
- Attend all board meetings as assigned.
- Assist CABE in coordinating activities with/for community and corporate organizations to establish powerful allies.
- Assists CABE in connecting to other language and international groups.
- Support the development of new partnerships with community or corporate agencies/organizations.
- Carry the CABE 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)

- Establish and maintain contact between secondary and higher education organizations and individuals in education.
- Bring to the Board of Directors the issues and concerns facing persons in secondary/higher education.
- Make 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 partners.
- Stay current regarding teaching credential policies.
- Work with the Director of State and Legislative Affairs when legislation and policies affect teacher credentialing.
- Inspire and recruit youth to enter teaching as a career.
- Be a liaison to CTC.
- Contribute to CABE research and publications. Recruit new professors who need to publish.

Regional Representative - Region 1, 3, and 5

Region 1: All California counties north of and including San Joaquin, Tuolumne, Mono, Santa Clara, and Calaveras.

Region 3: Orange County and the area and cities in Los Angeles County south of Thousand Oaks, Northridge, and Santa Clarita.

Region 5: Ventura, Santa Barbara, and those cities in Los Angeles County north of and including the cities of Northridge, Santa Clarita, and Antelope Valley.

Regional Representatives serve as vital links between local CABE chapters and the Board of Directors. They represent the voices and perspectives of their geographic regions and play a key role in advancing CABE's mission at the local level. Their responsibilities include serving on the Joint Delegate Assembly (JDA)/Membership/Advocacy Committee; collaborating with regional leadership to implement CABE Board initiatives; supporting the planning and coordination of CABE conferences within their region; appointing and chairing the committee responsible for selecting CABE Teachership recipients; and maintaining regular communication with chapter leaders in their regions.

Regional Representatives are essential in ensuring that the work of CABE reflects the needs and strengths of local communities while aligning with the organization's overall vision and goals.

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 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 the region's chapters and the CABE Board.
- Work with regional chapters to maintain and increase CABE members.
- Attend regional conferences and receptions in their area/region and participate on the planning committee.
- Support the organization of the Joint Delegate Assembly (JDA) during the annual conference, including planning, presenting, and supporting.
- Solicit nominations for CABE's various awards (Teachership Award, Professional Award, etc.) and participate in the selection of awardees.
- Market CABE's Annual Conference.
- Clearly articulate CABE's mission and priorities among members.
- Support communications via emails and phone calls to members and chapter leaders.
- Support CABE advocacy efforts by responding to action alerts, disseminating information to chapter leaders, etc.

CABE Board Nomination Requirements

CABE Membership: Nominees must be a current CABE Member and have been a member for at least one year. **Membership must be active as of May 8, 2024.** CABE members in good standing are invited to submit their nomination application for any position they qualify for. Please contact Evelyn Briseño, Membership Coordinator, at membership@gocabe.org if you have any questions regarding membership.

Requirements:

1. A Personal Statement (500 words maximum) that includes:
 - Vision for CABE
 - Education/experience
 - Community service/volunteer service
 - Leadership qualifications to meet the responsibilities of the position.
 - Commitment to CABE, English Learners, and Biliteracy Programs
2. A Short Ballot Statement (100 words maximum) to be posted on the CABE website and e ballot.
3. Three (3) references with contact name, title, phone number, and email (at least one representative from your professional experiences)
4. High resolution color photo in Digital Format (no bigger than 5MB)
5. A Candidate Video: Please record a video, 45 seconds in English and 45 seconds in another language (90 seconds maximum), in which you state why you would like to be elected for the position. Upload your video to YouTube, Vimeo, etc. and submit the link on your nomination application.
6. All nominees must be bilingual and/or learning at least one language other than English.

Important Dates to Remember for the CABE 2025 Elections

1. **Nomination announcement email sent to members:** Friday, April 25, 2025
2. **Nomination application deadline:** Thursday, May 8, 2025
3. **Voting credentials sent:** An email will be sent to eligible members with a username, password, and a link to the ballot on Friday, May 16, 2025. A paper ballot will be sent by U.S. Mail to members who do not have an email on file.
4. **Election deadline:** Friday, May 30, 2025, at 11:59 PM (PST)

5. **Winners notified by:** Monday, June 2, 2025
6. **CABE Board of Directors' Installation and Board Meeting:** Friday, June 13, 2025, and Saturday, June 14, 2025

(All eligible nominees must be available on June 13 and 14, 2025, if elected)