

## **Director of Parent Relations**

The Director of Parent Relations shall assist CAFE to connect and communicate with other parent and language groups and identify other successful parent leadership development models. This position will ensure that parent voices are heard by incorporating their perspectives into CAFE publications and continuing to expand outreach and connections to all language groups.

### **CAFE Board Nominee Required Qualifications: (According to CAFE Bylaws)**

- Be at least 21 years of age.
- Support CAFE's vision and mission.
- Maintain regular membership for at least one full year immediately preceding the nomination deadline.
- In the case of the Director of Parent Relations, in addition to having to be a CAFE member for at least a year, the nominee must be a parent, guardian, or caregiver of a student attending the public educational system in grades K-12 (preferably parents of English learners).

### **Responsibilities (According to CAFE Bylaws)**

- Establish and maintain ties between CAFE and other parent organizations and/or members.
- Serve as an advocate for parent concerns before the Board by doing the following:
  - Representing the needs of parents to the CAFE Board.
  - Assisting in planning CAFE activities for parents.
- Assist CAFE to connect and communicate with other parent and language groups and identify other successful parent leadership development models.
- Ensure parent voices are heard by incorporating their voices into CAFE publications and to continue and expand outreach and connection to all language groups.
- Be a strong listener to parents' needs and support the development of parent toolkits that will advise them of their rights as parents.
- Assist with the selection of the parent of the year for Regional and Annual Conferences.

### **Essential Duties and Expectations**

- Support CAFE's vision and strategic plan.

- Attend all board meetings, as well as regional and annual conferences.
- Coordinate closely with the Director of L.E.A.D. Education Solutions.
- Fund development and actively support CAFE's fundraising activities and goals.