

CABE Board Elections--2017



March 2017

Dear CABE Voting Member:

Thank you for your support of biliteracy, educational equity and the California Association for Bilingual Education through your participation as a member in 2016-2017! Membership in CABE provides both material benefits to you, our members, and makes possible our important work on behalf of English Learners and their families. With your support, CABE has made an impact on English Learner education in California and the nation since 1975—42 years!

Now, the CABE Board of Directors invites YOU to consider nominating yourself or another CABE member to participate in our 2017 Board elections. The following six board member positions will be elected in 2017:

- Director of Financial Affairs
- Director of Community Affairs
- Region Representatives from Region 1, 3 and Region 5
- Director of Secondary and Higher Education Affairs

If you or someone you know is interested in being nominated to be part of the CABE Board of Directors, the following pages provide you with more detailed information on positions, responsibilities, timelines, requirements and the election process. **The deadline for nominations is April 12, 2017.**

Being part of the CABE Board puts you in the middle of exciting English Learner reform, engaging professional development experiences, and the opportunity to be part of a warm, collaborative professional community! Key on our agenda for 2017-18 includes the implementation of our strategic plan, the increase of participation and involvement of our chapters and members, advocacy at the state and national levels as well as the strengthening of CABE's direct impact and involvement in our schools and districts.

We hope you will consider being part of this wonderful professional experience. We highly recommend it!

Sincerely,

The CABE Board of Directors—2016-17

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

Consider becoming a board member and investing some of your time in support of CABE that is making a vital difference on behalf of English Learners.

Board Members are asked to serve in the following ways:

- **Time Commitment**
Attend all board meetings (one per quarter), the CABE Annual Conference, select regional conferences and events, as well as fundraising and committee work.
- **Planning**
Each board member participates in the annual board retreat, quarterly board meetings and follows through on commitments made.
- **Fundraising**
Fundraise for CABE by assisting in major fundraising events, placing calls, writing letters, contributing to grants, or requesting money in support of CABE. Remember in order to ask for contributions you must be willing to first give yourself. Board members are expected to “give or get” a minimum of \$1,500 per year.
- **Advocacy - Raising Awareness - Influencing**
Share CABE with family, friends, associates, business vendors, religious groups, civic organizations, and especially prospective donors. CABE Board members also participate in state and federal advocacy efforts on behalf of English Learners.
- **Membership recruitment and sharing your expertise**
Participate in membership drives and in making presentations at CABE conferences or suggesting speakers, presenters, etc.

Are you willing to make a difference?

To run for a CABE Board position, you need to complete and submit a nomination application or be nominated by other CABE members listing the board position you select and ensure that it is mailed to CABE Headquarters before April 12, 2017. Members with a complete application and meeting the board established criteria for the positions will be placed on the election ballot that will be sent out to members on May 1, 2017. The following board member positions will be elected in 2017:

- Region Representatives from Region 1, 3 and Region 5
- Director of Financial Affairs
- Director of Community Affairs
- Director of Secondary and Higher Education Affairs

CABE Board of Director Positions

2017 Elections

Director of Financial Affairs

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

Responsibilities (by-laws)

Be the Board member responsible for; (ii); and (iii)

- 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 Essential Duties and Expectations
- Fund Development and actively support CABE's fundraising activities and goals;
- Attend all board meetings;
- Facilitate minimally quarterly meeting with Board Finance Committee
- Collaborate to develop CABE advisory board that can assist CABE's fundraising efforts;
- Advance CABE's long range business and fund development plan;

Director of Community Affairs

The Director of Community Affairs represents CABE in the wider community and to any corporate/business partners. S/he coordinates any activities, such as the CABE Economic Summit, to ensure the wider community acknowledges and learns about CABE 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;
- Serve as an advocate for community concerns before the Board;
- Assists CABE to connect and communicate with other community and corporate organizations;
- 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 and assigned ;
- Assist CABE in coordinating activities with/for community and corporate organization for the purpose of establishing powerful allies;
- Assists CABE to connect to other language 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)

- 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;
- 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 works 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 appoint and chair the committee to select CABE Teachership winners, be in regular contact with the chapter leaders in their regions.

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

Information and Calendar for the 2017 Elections

1. Nomination applications sent to members: March 29, 2017. Applications sent by email to members with emails on file at CAFE headquarters and mailed to members without emails.
2. Nomination application Deadline: April 12, 2017. All members who wish to be considered for a position on the board of directors must submit a complete application. Each nominee must meet all of the board approved criteria to be considered as a candidate for a Board of Director's position:
 - a. Eligibility: Any CAFE member in good standing as of **February 28, 2016** can self-nominate (nominee will be disqualified if not a member before this date). All memberships must be current. New Members who joined after February 28, 2016 are eligible to run for a position for 2018 elections;
 - b. Must hold qualifications as outlined and defined in the CAFE By-laws for the position sought;
 - c. All prospective nominees must have a complete packet submitted by established deadline;
 - d. Nominees must have a vision/purpose in line with CAFE's mission and vision; and
 - e. All nominees must be bilingual
3. Election e- Ballots sent to members: May 1, 2017 Members without email addresses can call (626) 814-4441 to request that a ballot be sent by U.S. mail or to provide an email address.
4. Election Ballot Deadline: May 11, 2017
5. Winners Notified: May 17, 2017
6. Installation Dinner and Board Meeting: June 2-3, 2017.

Checklist for a complete application

- Current CAFE Membership
- Meet qualifications for position sought
- Complete attached fillable Application:
 - A personal statement (350 words maximum)
 - Short biography and statement of why you wish to hold this position which will be used on ballot (175 words maximum)
 - List of any community Service/Volunteer service
 - Leadership Experience
 - Advocacy on behalf of English Learners
 - Three (3) references with contact information
- Submit by Deadline – April 12, 2017—either email or mail to
 - Info@bilingualeducation.org, Subject: 2017 Election, or
 - CAFE Headquarters – 2017 Election 16033 E. San Bernardino Rd., Covina CA 91722

CABE Board Election Year 2017 - Nominee Application
DEADLINE DATE (Fecha Limite): April 12, 2017

(Please complete all sections)

- I. Name (*nombre*) _____ Work Phone (*teléfono*) _____
Home Phone (*teléfono en casa*) _____ Cell Phone (*cellular*) _____
Address
(*domicilio*) _____
City (*ciudad*) _____ State (*estado*) _____ Zip Code (*codigo*) _____
Email Address (*correo electronico*) _____
Languages spoken (*yo hablo los siguientes idiomas*) _____
- II. CABE Membership Number (*número de membresia*): _____ Member since (*desde*) _____
- III. Employment (*empleo*) _____ Not Employed/Retired (*sin empleo/jubilado*) _____
District/Organization
(*Distrito/Organizacion*) _____
Address
(*domicilio*): _____
City (*ciudad*) _____ State (*estado*) _____ Zip Code (*codigo*) _____
Phone (*teléfono*): _____ FAX: _____
- IV. Current position (teacher/administrator/other) (*posición actual*): _____
If applicable: the # of years teaching experience in (*# de años de docencia*): ELD ___ BiL/Dual language ___
Authorizations held (*certificacion*) _____
- V. Please select the Board position for this nomination application (*favor de seleccionar la posición para esta solicitud*)
 Director of Financial Affairs Director of Community Affairs Region 1 Representative Region 3 Representative Region 5 Representative Director of Secondary/Higher Education Affairs
- Candidate' Signature (*firma*) _____ Date (*fecha*) _____

Required Information for CABE Board Service (Part 2)

Please submit the following information to complete the application and nomination process for a CABE. (*Favor de presentar la siguiente informacion para completar la solicitud y proceso para una posición en la Junta Directiva de CABE.*)

1. A personal statement (350 words maximum) that includes the following (*Declaración personal que incluye los siguientes puntos- no más de 350 palabras*)
 - Vision for CABE (*Su Visión para CABE*)
 - Education/Experience (*Educación/Experiencia*)
 - Commitment to CABE and English Learners (*Compromiso a CABE y para Aprendices de ingles*)
 - Qualifications to meet the responsibility of the position (*calificaciones para cumplir las responsabilidades de la posición*)
2. Short ballot statement of why you wish to hold this position which will be used on ballot (175 words maximum) (*Resumen personal que aparecerá en el paquete de nominación—max 175 palabras*).
3. List of any community Service/Volunteer service (*Ejemplos de servicio comunitario o como voluntario*)
4. Leadership Experience (*Experiencia en posiciones de liderazgo*)
5. Advocacy (*Cabildeo/abogacia*)
6. Three references (*Tres personas de referencia*)

3. List of any community Service/Volunteer service (*Ejemplos de servicio comunitario o como voluntario*)

4. Leadership Experience (*Experiencia en posiciones de liderazgo*)

5. Please state how your participation and expertise in advocacy would benefit CABA. (*Favor de indicar como su experiencia en el cabildo/abogacía le beneficiaría a CABA*)

6. Three References that may be contacted (*Tres personas de referencia*):

- Name _____ Phone: _____
- Name _____ Phone: _____
- Name _____ Phone: _____

For Board Election Committee Use Only:

Nominee's application was reviewed by the Election Committee. Date _____

Met Criteria Y N