



The Voice of Adult Basic Education Nationwide



MEMBER SAVINGS

Conference discount
Journal discount
VIP vendor discounts
Office product discounts
Group membership options
NIFL scholarship
Awards/incentive grants

ADVOCACY

COABE Contact network
Public policy alerts
Call to action

CONNECTEDNESS

LinkedIn
Facebook
Twitter
Online repository
Employment bulletin board

CONTACT

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WWW.COABE.ORG

COABE is seeking qualified candidates for the COABE regional representative positions. The job description is below.

Qualifications: experience on state and/or national level board preferred

Time Investment: approximately 4-5 hours per month

Travel and Compensation: the COABE board meets in the spring and fall; travel compensation up to \$1,000 per meeting is provided.

Job Description

Strive to implement the organization's mission, goals, and objectives.

Inform COABE of the professional needs of adult education and literacy within the region.

Attend orientation training, semiannual Board meetings and other professional development activities as deemed appropriate and necessary by the Board

Assist in the coordination of the national conferences, if in the region, by soliciting presenters and participants.

Host a regional meeting at the Annual Conference and design the agenda in coordination with the president-elect and the vice-president for membership

Assist the vice-president for membership and COABE Manager in recruiting and maintaining members.

Submit regional reports for each Board meeting including actions taken, correspondence, and other duties fulfilled.

Represent COABE at adult education functions occurring in the region, when available, and assist in staffing the COABE Booth at national conferences.

Submit articles and recruit submissions for the COABE Membership Update, and encourage submissions to the Journal.

Perform duties in compliance of the By-Laws of the organization.

Identify an individual in each state or territory to ensure distribution of membership information at meetings.

Provide programming suggestions for COABE Conferences, Regional Institutes and other activities.

Build an awareness of and encourage application for the organizational benefits including the scholarship and incentive grant program.

Assist Nominations and Elections Committee in soliciting nominees for office.

Assist the chairs of Awards and Scholarship and Incentive Grants in securing nominees and applicants.