

## Job Descriptions Elected Officers Of The Regions

The Regional Director, Deputy Director, Treasurer and Secretary are all elected by the voting members of the Region for two (2) year terms. They are eligible for election to one additional term. All must work within the parameters of the Bylaws established by the national Association for Interpretation and the procedures of the National Nominations and Elections Committee.

The chain of command for officers is as listed above. When an officer is not available (resigned, etc.) to carry out their duties, then the task rotates to the next officer in line. The Region's officers comprise the regional Executive Committee.

**Regional Director** is responsible for:

1. Representing the region at two or more national board meeting per year. They are normally scheduled as follows:
  - A. Spring Board Meeting - held in April or May, two or three days long. (Each region is responsible for allocating funds for travel/expenses to insure attendance at these meetings. A minimum of \$300 is allocated.)
  - B. National Workshop Board Meeting - usually held just prior to the beginning of the National Workshop

In cases where the Regional Director is unable to attend, the Deputy Director should attend, or another member of the Regional Executive Committee.

2. Preparing for these national meetings by: a. suggesting and reviewing agenda items and preparing for discussions; b. voting in all decisions; and 3. reviewing minutes of previous national board meetings and commenting where appropriate.
3. Attending the NAI national membership meeting scheduled during the NIW.
4. Prepare a brief written report on the state of the Region before each board meeting, which should be submitted to the Executive Director three weeks in advance of the meeting, so it may be duplicated and distributed with other meeting formation.
5. Seeing that the Region holds an annual regional workshop. This may, and probably should, be delegated to a workshop committee. Site selection, tracking planning progress and general oversight is normally delegated to the deputy Director.
6. Holding two business meetings yearly; one at the Regional workshop and one at the NIW. Other regional executive committee meetings may be held as needed.
7. Preparing a regular column for the regional newsletter. This is to pass along information of regional and national interest.
8. Providing, with the assistance of the regional treasurer, quarterly and year-end financial reports in accordance with guidelines established by the national Board of Directors.
9. Working with the regional newsletter editor to see that a newsletter is published in a timely manner every quarter, or if preferred, bi-monthly.
10. Assisting the national president by recommending nominations for representatives to standing or special committees.
11. Establishing committees within the region to take on special projects, such as scholarships, membership growth and retention, fundraising, etc.
12. Creating a nominating committee to select a slate of candidates for regional elections. The procedures for all elections is outlined in the Elections Guidelines Handbook, available from the national Nominations/Elections committee chair.
13. Attempting to make personal contact (through delegation) with all new regional members and those former members who have recently let memberships lapse.
14. Fulfilling any other duties that may be established by the national or regional Boards.

**Time commitment:** Average 5-8 hours per week, excluding meetings and workshops.

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**Regional Deputy Director is responsible for:**

1. Representing the Regional Director at any meeting where the latter is unable to attend.
2. Seeking out locations and commitments from the regional workshop committee for the annual regional workshop.
3. Serving as advisor to the regional workshop planning committee.
4. Updating the regional policy manual on an annual basis. Revisions should be prepared for submission at the regional workshop.
5. Participating in regional executive committee meetings as called by the regional director.
6. Fulfilling other duties as assigned by the regional director.

**Time Commitment:** 10 - 15 hours per month excluding meetings and workshops.

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**Regional Treasurer is responsible for:**

1. Maintaining up-to-date financial records for the region.
2. Providing quarterly and year-end financial reports to the National Treasurer, as well as regional officers. Maintains close working relationship with the National office financial staff.
3. Handling all financial transactions of the region including workshop income and expenses, and special projects such as fundraisers, auctions, as sales, etc.
4. Participating in regional executive board meetings as called by the regional director.
5. Ensuring the maintenance of proper personal bonds as required by NAI policy.
6. Fulfilling other duties as assigned by the regional director.

**Time commitment:** 5 to 6 hours per month, excluding meetings and workshops.

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**Regional Secretary is responsible for:**

1. Taking minutes during any regional business meeting, and providing copies of the minutes to the regional executive committee and the newsletter editor.
2. Working closely with standing and special committees, handling mail, responding to general inquiries, recording at the regional auction, guiding scholarship and awards committees, etc.
3. Participating in regional executive committee meetings as required.
4. Assisting the Deputy Director in keeping the regional policy manual up to date, including supplying current forms for the manual.
5. Fulfilling other duties as assigned by the regional director.

**Time commitment:** 5 to 6 hours per month excluding meetings and workshops.

## Job Descriptions Elected Officers of the Sections

The Chair, Vice-Chair, Secretary and Treasurer of the Section are all elected by section membership to a two year term of office, beginning January 1 and as outlined in the Election Procedures.

The chain of command is listed above. When one officer is unable to fulfill the requirements and duties of his/her office, those duties are then assumed by the next officer in the chain of command.

The Section's Officers comprise the Executive Committee of the Section. All duties and responsibilities defer to policies and procedures as defined by the National Office.

All Section officers will be required to sign the NAI Ethics Statement.

Time commitment for each of the officers runs to be approximately 5-10 hours per month excluding meetings and workshops. Special initiatives may require more time.

### **Duties of the Section Chair:**

1. The Chair is responsible for the affairs of the Section, and reports directly to the National Vice-President for Administration
2. The Chair prepares reports on the activities of the Section, Section membership and other items as necessary.
3. The Chair presides at all meetings of the Section membership, and of the Section Executive Committee.
4. The Chair represents the Section at all National meetings, including, but not limited to the National Membership Meeting held at the National Workshop, National Board Meetings (held at the National Workshop, and in spring at the National headquarters), and any other meetings deemed necessary to achieve the mission and goals of the Section.
5. The Chair may appoint committees and committee chairs within the Section as needed, with the exception of the Nominations/Elections Committee. The Chair (with approval of the Section Executive Committee), may charge those committees with specific tasks and duties that contribute to the mission and goals of the section or to the Organization.
6. The Chair may appoint Section members to fill vacancies on the Section Executive Committee as needed.
7. The Chair shall have the authority to request funds and make commitments on behalf of the section.
8. The Chair, along with the Section Treasurer, shall prepare a budget for each year, and submit said budget to the Executive Committee of the Section for approval, and file the approved budget with the National Office.
9. The Chair assures that the Section develops and produces services and products for the members of the section, such as newsletters, workshops, etc.

### **Duties of the Section Vice-chair:**

1. The Vice-chair shall serve in all above responsibilities in the absence of the Section Chair.
2. The Vice-chair shall have primary responsibility for the education and professional development activities of the Section, including but not limited to : newsletters, participation in regional workshops, and planning of section workshops.
3. The Vice-chair shall solicit programs and presentations for inclusion in the National Workshop program that are relevant to the mission and goals of the Section.
4. The Vice-chair shall participate in Section Executive Committee meetings, and other meetings on a National and Sectional level as deemed necessary.
5. The Vice-chair shall perform other duties as assigned by the Section Chair.

### **Duties of the Section Secretary:**

1. The Secretary shall serve in all above responsibilities in the absence of the Section Chair and the Vice-chair.

2. The Secretary shall take minutes of all Section business meetings, Executive Committee Meetings, and ensure the accuracy and distribution of those minutes to the Section membership via the Section newsletter or other means as feasible.
3. The Secretary shall be responsible for all Section correspondence, other than specific reports noted in the duties of other Section Officers.
4. The Secretary shall participate in Section Executive meetings, and other meetings on a National and Sectional level as deemed necessary.
5. The Secretary shall update section policies and procedures as necessary, and inform the Executive committee and membership of changes or proposed changes.
6. The Secretary shall perform other duties as assigned by the Section Chair.

**Duties of Section Treasurer:**

1. The Treasurer shall serve in all above responsibilities in the absence of the Section Chair, Vice-chair, and Secretary.
2. The Treasurer shall participate in Section Executive Committee meetings, and other meetings on a Sectional and National level as deemed necessary.
3. The Treasurer, along with the Section Chair, shall prepare an annual budget for the Section, and monitor the Section budget maintained by the National Office. The budget shall be approved by the Executive Committee of the Section.
4. The Treasurer shall be responsible for maintaining the financial records of the section, the submission of an annual financial report at the end of each fiscal period, and any other reports deemed necessary by either the Section Executive Committee or the National Office.
5. The Treasurer may request funds and make commitments as directed by the Section Chair or Section Executive Committee.
6. The Treasurer shall perform other duties as assigned by the Section Chair.

**Duties of the Section Executive Committee:**

1. The Executive Committee shall be comprised of the Section Officers.
2. The Executive Committee shall be responsible for furthering the mission and goals of the section, within the parameters set by the National Office.
3. The Executive Committee shall meet a minimum of two times each year, at the National Workshop, and 6 months thereafter either in person, or by conference phone call.
4. The Executive Committee shall encourage timely contributions to Section, Regional, and National publications of the Organization.
5. The Executive Committee shall strive to cooperate with other sections of the organization to further the goals of the organization and profession as a whole.
6. The Executive Committee shall, from time to time, make recommendations and/or proposals to the National Board of Directors, that further the mission and goals of the Section or the Organization.