

Registry of Interpreters for the Deaf, Inc.  
Affiliate Chapter Relations Committee

Affiliate Chapter Handbook  
Third Edition  
Section 11

Committees:  
Where the Rubber Meets the Road!

## Committees

*These guidelines are parallel to the guidelines used by RID for national committees. These are recommendations for affiliate chapters to use when working with committees. Each affiliate chapter can adapt these guidelines to meet its needs.*

Upon the affiliate chapter board's approval, or in compliance with the affiliate chapter's bylaws, the president shall appoint any committees, including standing, special and/or ad hoc committees, composed of at least three (3) voting members to serve for a specified term. Any vacancies in the membership of any committee that are filled will follow the same procedure. It is recommended that for each committee, the president shall designate a member of the affiliate chapter's board to serve as a non-voting member. A majority of the entire committee shall constitute a quorum.

Standing committees can include, but are not limited to, the following:

- **Bylaws Committee** for recommending bylaws changes and to assure that the current bylaws are adhered to.
- **Convention Committee** for the planning of the statewide conventions and for bidding to host a regional or national convention.
- **Evaluation/Certification Committee** for keeping abreast of the procedures for acquiring certification and any maintenance programs developed for certified members.
- **Fundraising Committee** for generating financial support for the organization's activities.
- **Legislative Committee** for keeping abreast of possible legislation affecting the field of interpreting.
- **Long Range Planning Committee** for developing possible long range goals and objectives for the organization.
- **Membership Committee** for the recruitment and orientation of new chapter members, plus the maintenance of membership lists.
- **Nominations Committee** for generating lists of names of members who are willing and interested in serving on the various committees and other elected capacities within the chapter.
- **Professional Development Committee** for developing and planning workshops and other professional development activities.
- **Professional Standards Committee** for preventing potential grievances by educating the community about RID, the Code of Ethics, and the interpreting profession as well as acting as a resource for interpreters concerning situations that could cause conflict and grievances.
- **Public Relations Committee** for networking and communication between the organization and those not familiar with the interpreting profession. This committee is also responsible for the advocacy of the rights of interpreters and deaf individuals.

- **Publications Committee** for the organization's newsletter.
- **Scholarship Committee** for developing guidelines of the scholarship program(s), raising monies for the scholarship(s) and awarding the scholarship(s). With the increasing costs of certification, this committee is becoming a more integral part of the affiliate chapters by providing scholarships for partial or full support of the evaluation fees.

### **Ad Hoc Committees**

The affiliate chapter, from time to time, can establish ad hoc committees for the purpose of targeting specific issues in a timely fashion.

### **Appointments**

Calls for committee service and job descriptions for chairs and members of committees, along with committee charges may be published in the affiliate chapter newsletter and/or sent to the members via e-mail.

Decisions for selection and appointment may consider several factors; including, but not limited to:

1. The particular committee's charge(s)
2. History of affiliate chapter involvement
3. Personal skills and expertise
4. Cultural diversity

Each committee chair, member, and affiliate chapter board liaison serves at the pleasure of the president and the affiliate chapter board and responds to goals and objectives mandated by the membership or the board.

### **Suggested Guidelines**

#### **Chair**

Responsibilities of each chair can include regular reporting to the affiliate chapter board, writing reports for the affiliate chapter newsletter, working with the affiliate chapter board liaison on keeping within the committee budget, arranging for and presiding over the meetings and the work of the committee, and responding to issues in a timely and expeditious manner.

#### **Affiliate Chapter Board Liaison**

The affiliate chapter board liaison is an ex-officio member appointed by the president. Responsibilities of the affiliate chapter board liaison include serving as an intermediary

between the board of directors and the committee, encouraging and monitoring the timely completion of committee charges and issues, and bringing committee recommendations to the board in the form of motions, when appropriate.

### **Committee Membership**

Each member of a standing committee must be a voting member in good standing of the affiliate chapter and appointed by the president. Ad hoc committee/task force membership is also limited to voting members.

### **Charges (Past and Present)**

It is up to the affiliate chapter board to inform each committee of any special goals or needs of the membership. Each committee should in turn articulate committee goals, budgets, and timelines and transmit these to the affiliate chapter board. This should be done at least once a year.

From time to time, additional responsibilities may be assigned to standing committees, and will be communicated by the affiliate chapter board to the committee chairs.

### **Reporting**

Chairs are responsible for filing written reports on a regular basis to their affiliate chapter board. Reports identify the committee's charge, outline time lines established, and report progress made.

### **Meeting Notification**

Notification of open committee meetings should be shared with the membership 30 days prior to the meeting. Prior notification should include a tentative agenda. The affiliate chapter board liaison should be involved in the setting of dates as well as the agenda. Meetings should be scheduled at times when a majority of committee members and the affiliate chapter board liaison may attend.

### **Budget**

Committees should work with the affiliate chapter board liaison to determine budget needs. Funds are administered by the affiliate chapter board / affiliate chapter treasurer. Budgets and funds requests should be submitted to the affiliate chapter board for review on an annual basis.

## **Expenses**

It is strongly suggested that each affiliate chapter have a reimbursement policy (Appendix A). It also is strongly encouraged to standardize a form that is filled out for all reimbursements paid (Appendix B).

## Appendix A

### **Sample Guidelines for *AFFILIATE CHAPTER NAME* Travel and Expense Reimbursement**

**Purpose:** To provide reimbursement for limited expenses incurred while attending approved *AC NAME* related business.

**Intent:** To provide financial assistance to *AC NAME* board members who do not have access to funding for *AC NAME* business from another source (i.e. employer, etc.) and who, without such financial support, may not be able to attend to *AC NAME* business

Those eligible for reimbursement expenses are any board members or committee members of *AC NAME* who are approved to attend to business on behalf of the organization. This can include attendance at meetings on behalf of (representing) *AC NAME*, workshop presentations, and various public relations functions (career days, conventions, etc.). Funding is limited and discernment should be used when making a request.

#### **Expenses**

**Mileage:** Paid at current IRS rate.

**Parking/tolls:** Paid at face value when receipts are provided.

**Lodging:** Paid at face value when receipts are provided.

**Meals:** Max \$30 per day.

*[These amounts should be consistent with those approved by your affiliate chapter]*

The board treasurer shall receive the completed and signed reimbursement form within 30 days after completion of the event. The treasurer, in conjunction with the president, will have approval authority. If the request is from the treasurer or the president, the responsibility will be transferred to the vice president, secretary, etc.

If the board does not approve an amount or a request, an explanation will be given to the applicant in writing. The treasurer will keep completed vouchers on file.

*\*\*Recommendation - - Develop guidelines for your affiliate chapter and include them in your affiliate chapter's Policies and Procedures Manual.*

**Appendix B**

**Sample**

***AFFILIATE CHAPTER NAME* Reimbursement / Payment Request Form**

Submitted by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please remit this form\* to:

President  
Name: \_\_\_\_\_

Treasurer  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

If questions can contact by

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

If questions can contact by

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*Please attach all receipts and or invoices to the copy and send to treasurer

NOTES / DETAILS:

\_\_\_\_\_  
\_\_\_\_\_

Total Request \$

I declare the above information to be true and accurate.

\_\_\_\_\_  
Signature Date

(Office use)

- 
- Approved
  - Not approved

Signature / title of board member \_\_\_\_\_ Date \_\_\_\_\_

Signature / title of board member \_\_\_\_\_ Date \_\_\_\_\_

Date Processed: \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_