



Registry of Interpreters for the Deaf, Inc.

## **2011-2013 -- Fact Sheet**

### **Affiliate Chapter Treasurer Handbook Task Force**

#### **Chair**

TBD

#### **Board Liaison**

Chris Grooms  
RID Board – Treasurer

#### **Staff liaison**

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#### ***What is the AC Treasurer Handbook Task Force?***

The Affiliate Chapter (AC) Treasurer Handbook Task Force will assist the RID Board of Directors by creating a handbook that guides the Affiliate Chapters with issues of compliance with RID and the IRS in fiscal and tax matters.

#### ***What is the Scope of Work?***

For the term 2011-2013, the AC Treasurer Handbook Task Force members are charged to complete the following tasks:

1. In collaboration with the AC Treasurers, recommend an AC Treasurer Handbook, to guide the Affiliate Chapters in their fiscal responsibilities to RID and the IRS.
2. To be available to host or participate in a forum at national conferences.
3. To address items referred to the task force by the board of directors.

#### ***How is it organized?***

The task force is led by a chair that serves the duration of the project (one to two years) with the support of the board and national office staff liaisons. Volunteer leaders work to meet the assigned scope of work. Each volunteer leader is appointed for the duration of this project.

#### ***How often does it meet?***

The task force generally holds at least quarterly conference call meetings each year (visually accessible conference calls, when appropriate). Between conference calls, email correspondence occurs to further the work of the task force. Face-to-Face meetings, which are budgeted for and hosted on an as-needed basis, are decided upon by the board and national office staff. The task force must submit a request to the board including a clear rationale for the face-to-face along with an agenda of the work to be accomplished during the meeting time. Additional travel for meetings and/or educational initiatives may be necessary depending on the scope of work.

***Who pays my expenses?***

Volunteer leaders, if approved, for travel to attend a face-to-face meeting will be reimbursed travel and lodging expenses and given per diem for meals. (See Volunteer Leadership Manual for additional details regarding reimbursements.) All other extraneous travel requests may be discussed on a case-by-case basis with the board and national office staff liaisons.

***What are my responsibilities as a Volunteer Leader?***

Volunteer Leaders are expected to attend all task force meetings and assist in accomplishing the tasks set forth in the scope of work and ultimately support the implementation of RID's Strategic Plan. An agenda must be developed prior to each meeting with each agenda item pointing to a task within the scope of work. (See Volunteer Leadership Manual for more information regarding position descriptions for each volunteer leader.)

The volunteer chair will review the scope of work and provide feedback related to the tasks, priorities, timelines, workflow, etc., to the board and national office staff liaisons at the beginning of every term. Throughout the term, the chair will work with the task force to provide a progress report to the board and national office staff liaisons prior to each scheduled board of directors meeting. Should the task force seek to address a project or issue outside the originally assigned scope of work, a formal request for that work assignment would need to be made via the progress report. Changes in the task force's scope of work must have prior approval from the board.

At the end of the term, the chair will submit a final progress report to the board and national office staff liaisons indicating the outcomes of the task force term, as well as make recommendations for future projects and initiatives for consideration by the board.