



Registry of Interpreters for the Deaf, Inc.

2011-2013 -- Fact Sheet

Affiliate Chapter Relation Committee (ACRC)

Chair

TBD

Board Liaison

TBD

Staff liaison

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What is the Affiliate Chapter Relations Committee

Affiliate Chapter Relations Committee advises the RID Board of Directors on issues relevant and related to the business of affiliate chapters. The ACRC, through its efforts to strengthen the organizational ties among and between affiliate chapters and the national organization, focuses on affiliate chapter leadership and compliance initiatives.

What is the Scope of Work?

For the term 2011-2013, the ACRC members are charged to complete the following tasks:

1. To review and update the AC Handbook for currency/accuracy/completion (updates, additions, deletions, flow of the chapters and overall consistency with RID Style Guide).
2. To collaborate on the development of the ACRC Handbook – Treasurer’s Chapter with the AC Treasurer Handbook Task Force
3. To research various methods of training AC leadership.
4. To create an AC leadership training curriculum template.
5. To be available to host or participate in a forum at national conferences.
6. To serve as a resource for educational program development and content for RID publications.
7. To address items referred to the committee by the board of directors.

How is it organized?

The committee is led by a chair that serves a two-year term with the support of the board and national office staff liaisons. Volunteer leaders work to meet the assigned scope of work within the two year term. Volunteer leaders may be asked to serve on one or more task force or workgroup which align with the scope of work identified for this committee. Each volunteer leader is appointed for a two-year term and may be re-appointed for up to three consecutive terms. Terms begin, once appointed, at the completion of the RID Biennial National Conference.

How often does it meet?

The committee generally holds at least quarterly conference call meetings each year. (visually accessible conference calls, when appropriate) Between conference calls, email correspondences occur to further the work of the committee. 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 committee 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, to travel to attend a face-to-face meeting will be reimbursed travel expenses, lodging and per diem for meals. (See Volunteer Leadership Manual for additional details regarding reimbursements.) All other extraneous travel requests can 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 committee 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 responsibilities.)

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 committee to provide a progress report to the board and national office staff liaisons prior to each scheduled board of directors meeting. Should the committee 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 committee'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 committee term as well as make recommendations for future projects and initiatives for consideration by the board.