



Registry of Interpreters for the Deaf, Inc.

2011-2013 -- Fact Sheet

Bylaws Committee

Chair

TBD

Board Liaison

TBD

Staff liaison

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What is the Bylaws Committee?

The Bylaws Committee advises the RID Board of Directors and RID affiliate chapters with regards to governing documents and decision-making.

What is the Scope of Work?

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

1. To assist the Board of Directors in the oversight of the national bylaws.
2. To be an active resource to Affiliate Chapters in the development or revisions to the Affiliate Chapter bylaws and standing rules, and in maintaining compliance with the RID national bylaws.
3. When requested, to serve as the national Motions and Resolutions Committee during the biennial conference.
 - a. Throughout the conference, the Bylaws Committee will collect and review all conference motions to ensure they are not in conflict with the RID Bylaws or organizational procedures.
 - b. To assist the Chair of the Business Meeting in directing members who are commenting on motions to stand / sit in appropriate places.
 - c. To assist members during the Business Meeting to formulate complete motions in writing prior to posing the motion.
4. 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 correspondence occurs 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, 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 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.)

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.