



Registry of Interpreters for the Deaf, Inc.

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

### **Educational Interpreting Task Force (EITF)**

#### **Chair**

TBD

#### **Board Liaison**

TBD

#### **Staff liaison**

Tina Schultz  
Director of Communications  
703-838-0030 x208  
TSchultz@rid.org

#### ***What is the Educational Interpreting Task Force?***

The Educational Interpreting Task Force (EITF) to assist the board of directors in identifying and promoting best practices in the field of educational interpreting in order to advocate for highly qualified practitioners for students who are deaf and hard of hearing.

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

For the term 2011-2013, the Educational Interpreting Task Force members are charged to complete the following tasks:

1. To collaborate with IEIS MS leadership and make recommendations on how RID can strengthen relationships Educational Interpreters within RID and its affiliate chapters.
2. To review and update the tool-box for educational interpreters.
3. To be available to host or participate in a forum at national conference.
4. To serve as a resource for educational program development and content for RID publications.
5. 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 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. Each volunteer leader is appointed for a two-year term and may be re-appointed for up to three consecutive terms, if the task force is approved to continue another term. Terms begin, once appointed, at the completion of the RID Biennial National Conference.

#### ***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.

DRAFT