



**Primary duties of Officers and Directors (BL Article IV)
From Sections Two & Three in ASLIA Policy and Procedures**

2.1 President:

- 2.1.1 Act as official spokesperson for the Organization
- 2.1.2 Represent ASLIA at external meetings, or appoint designee, as required
- 2.1.3 See that all orders and resolutions are carried into effect
- 2.1.4 Provide articles / reports on current activities of the association to members, AVLIC, other Chapters, etc., as required
- 2.1.5 Function as ex-officio to all committees
- 2.1.6 As required by the Societies Act and Attorney General, ensure updated records and reports are provided (see Treasurer's portfolio)
- 2.1.7 Contact ASLIA's attorney on a biennial basis to ensure that the agreement for pro bono services is maintained
- 2.1.8 Oversee the general management of the association
- 2.1.9 Cheque signing authority

2.2 Vice President:

- 2.2.1 In the absence or disability of the President, perform and exercise the powers of the President
- 2.2.2 Become familiar with the Association's Bylaws, and Policies and Procedures
- 2.2.3 Update the Policies and Procedures electronic manual and supporting documents and files as motions / Board directives dictate
- 2.2.4 Assist the President as needed
- 2.2.5 Assist Directors with portfolios as appropriate
- 2.2.6 Coordinate the Selection Committee and bestowing the Donna Korpiniski Mentorship Award, and the Greg Douglas Bursary every two years at the AGM (see 3.2.7, 3.2.8, and Appendices H & I)
- 2.2.7 Cheque signing authority

2.3 Treasurer:

- 2.3.1 Deals with all financial matters including reconciliation of accounts, payment of bills and invoices
- 2.3.2 Makes regular bi-weekly deposits as necessary; deposits will be made within two weeks of receiving funds (# 01-05)
- 2.3.3 Provides monthly financial statements for each Board Meeting
- 2.3.4 Prepares annual financial reports for distribution to members prior to general meetings
- 2.3.5 Prepares projected annual budget to be presented to membership at each AGM (# 07-14-G)
- 2.3.6 Files the annual Societies Return by the end of February (the month after our month of incorporation) with the most recent audit (See 4.4)
- 2.3.7 Ensures that all books and records are regularly and properly kept for the purpose of audits, including all receipts and invoices submitted to the association for reimbursement
- 2.3.8 Arranges for annual payment of the office property and liability (injury) insurance (see 4.10)

- 2.3.9 Convenes an In-House Audit committee of volunteers to review the books annually (see 3.2.16)
- 2.3.10 Ensures all books and records are made available to any member requesting to inspect the Society's books and records. (BL 13.01)
- 2.3.11 Becomes familiar with the Association's Bylaws, and Policies & Procedures
- 2.3.12 Cheque signing authority

2.4 Recording Secretary:

2.4.1 Minutes

2.4.1.1 Non in-camera:

- Ensure minutes are taken at Board, General and Special meetings
- Prepare minutes as outlined in this manual (#93-27); See 4.8 and 7.1.4
- Following each Board meeting, distribute a draft of meeting minutes to Board members, for review and revision one week after each Board meeting
- In cooperation with the President, compile and distribute a meeting package, including agenda, preparatory or supplementary documents, all submitted board reports, reviewed minutes of previous meeting (to be approved) on week prior to each Board meeting
- Once approved, forward minutes to the webmaster to be posted in the Members Only section of the website
- Backup all approved minutes, including reports, and forward a copy to the Administrative Secretary for electronic filing in the ASLIA archives
- Once per term or when enough minutes have been compiled, bind minutes in hardcover print form to be kept in ASLIA office

2.4.1.2 In-camera

- Ensure minutes are taken at in-camera meetings
 - Prepare minutes for approval at the next Board meeting
 - Once approved, forward a copy of in-camera meeting minutes to the Administrative Secretary for electronic filing in the ASLIA archives
 - In-camera minutes are not made available to membership
- NOTE: In the absence of the Recording Secretary, the member tasked with recording the minutes for a meeting is also responsible for typing and distributing the minutes.

2.4.2 Motions:

2.4.2.1 Ensure all motions are duplicated from the minutes, numbered and electronically filed in the Motions Files, and post or circulate as required

2.4.2.2 Back up all Motions Files and forward a copy to the Administrative Secretary to be archived in ASLIA's master files

2.4.2.3 Upon request, make the Motions File available to members

2.4.3 Become familiar with the Association's Bylaws, and Policies & Procedures

2.5 Administrative Secretary:

2.5.1 Correspondence:

2.5.1.1 Pick up mail and distribute to the appropriate Officer / Director

2.5.2.2 Maintain the ASLIA electronic membership distribution list

2.5.1.3 Distribute electronically any advertisements, flyers, information, requests, etc. approved by the VP or President

2.5.2 Filing

2.5.2.1 Maintain electronic files (and hardcopies where applicable) of the organization's operations

2.5.2.2 Archive both hardcopy and electronic documents into storage annually

2.5.2.3 Maintain a copy of all association documents

2.5.2.4 Maintain a list of all board and committee volunteers

2.5.3 Board Director Information USB

2.5.3.1 Retain a master copy of the Board Information, ensure each Director receives access to a shared Google Drive file containing the Board Information files

- 2.5.3.2 Ensure that only the Administrative Secretary, President and Vice President have edit access to this Board Information file
- 2.5.3.3 Update master and Google Drive files as motions / directives dictate
- 2.5.4 Resource Library
 - 2.5.4.1 Document and track materials loaned to members as per policy (see Appendix G)
 - 2.5.4.2 Research appropriate materials to add to the collection
 - 2.5.4.3 Update inventory list when necessary and forward to webmaster for posting on website; as well this list is used for insurance purposes
- 2.5.5 Office
 - 2.5.5.1 Ensure that equipment owned by ASLIA is intact and a complete inventory is maintained for insurance purposes
 - 2.5.5.2 Purchase office supplies as required
 - 2.5.5.3 Keep the ASLIA office clean and organized
- 2.5.6 Email:
 - 2.5.6.1 Check ASLIA email and forward messages accordingly
 - 2.5.6.2 Maintain the email account by deleting unnecessary messages, spam, etc.
 - 2.5.6.3 Bring requests for advertising of interpreting related products and resources to the Board to determine appropriateness and advertising fee (#01-76)
- 2.5.7 Become familiar with the Association's Bylaws, and Policies & Procedures

2.6 Past President

- 2.6.1 Assist in providing consistency with the governance of the organization
- 2.6.2 Perform other such duties as determined by the Board of Directors

2.7 Directors

Responsibilities specific to each portfolio are described in Section 3.1 – Standing Committees. In addition to specific portfolio responsibilities, Directors will:

- 2.7.1 Become familiar with the Association's Bylaws, and Policies & Procedures
- 2.7.2 Serve as chairs of committees and the liaison to the Board
- 2.7.3 As needed, establish committees that may be comprised of Active ASLIA Active Members, Student Members, Subscribers and other appropriate persons, with the goal of fair provincial representation
- 2.7.4 Outline activities to the Board via Board Reports (see Appendices A & B) or in committee meeting minutes
- 2.7.5 Review drafts of meeting minutes when distributed by the Recording Secretary and submit any revisions necessary, before the requested deadline

3. Committees

The Board may establish committees as required or as directed by the membership. (BL 9.01) Committees, sub-committees and ad hoc committees are an extension of the Board and, as such, are accountable to the membership at large and expected to operate within ASLIA policies and procedures. Complete records and meeting minutes of committees' activities are maintained for public viewing and to provide a history for subsequent committees. The President is an ex-officio member to all committees. (BL 9.02)

3.1 Standing Committees (Portfolios)

A Standing Committee (Portfolio) is an ongoing part of regular Board operations and has no pre-determined end time.

3.1.1 Publications

3.1.1.1 Newsletter

- Published three times per year (Winter, Spring/Summer, Fall)
- The committee is responsible for gathering articles, formatting the layout and preparing the document for online distribution

- Articles will be sourced and credited appropriately, as necessary, including written permission to publish, in accordance with copyright laws
- Prior to distribution, a draft of the publication will be brought to the President, Vice President or Board for approval
- Letters sent anonymously will not be printed without the approval of the President
- The newsletter must include the following editorial policies:
- Articles in the ASLIA Newsletter do not necessarily reflect the views held by ASLIA (#96-68)
- Editorial changes may be made by the ASLIA Board of Directors or Publications Committee. We reserve the right to refuse publication of articles and advertisements deemed unsuitable (#94-30)
- Newsletter is distributed to members electronically (#15-58) by email and posted to the Members Only section of the website and is shared with organizations participating in the exchange of information with ASLIA, for example other Chapters, Deaf, DeafBlind, organizations, etc.

3.1.1.2 Directory

- The directory is posted on the website and disseminated to members via email (#15-57)
- Listings in the website version may be updated as new information is received from members
- Listings include Active ASLIA members only (see 4.5)
- Members must give permission to be listed in the Directory; the listing includes only the information permitted by the member
- Members have the option of including a photo and must sign a photo release form (#01-63) (See Appendix F)
- Before publishing the directory the final draft will be reviewed by the President or designee for approval

3.1.2 Professional Development

- 3.1.2.1 This committee organizes professional development activities such as: workshops, retreats, online learning, dinner lectures, courses, mini-sessions, etc., on any number of topics related to the profession of interpreting as well as general topics of interest to the membership
- 3.1.2.2 The committee is tasked, minimally, to organize:
- At least one substantive PD event during the AVLIC non-conference year
 - A PD event in conjunction with ASLIA's AGM on even numbered years, when the AGM is centrally located
- 3.1.2.3 Determine registration fees for the various participant groups; Active members should pay less than non-members
- Dual members of AVLIC/another Chapter affiliate will be allowed to register however AVLIC/ASLIA members will be given registration priority for events having a maximum number of participants
 - Members on leave are eligible for reduced workshop registration fees
- 3.1.2.4 The registration fee will be waived for one Board member working at a PD event (typically the PD coordinator) (#03-53)
- 3.1.2.5 Provide participants with receipts showing the date, method of payment, event title, total fee paid, and a Board or committee member's verification signature
- 3.1.2.6 Provide the Treasurer with a list of registrants, fees received and method of payment: note credit card and e-transfer payments usually go through the Treasurer
- 3.1.2.6 Prepare agreements / contracts with presenters outlining: fees, reimbursed expenses, travel arrangements, cancellation clause, technical needs, language of presentation, target audience(s), workshop goals and projected outcomes, among other details (see Appendices J & K); the contract must be approved by the Board before being formally offered and signed-off on
- 3.1.2.7 Workshops will be conducted in the language preference of the presenter
- 3.1.2.8 Interpreting services will be provided on an 'as requested' basis

- 3.1.2.9 All contract agreements include ASLIA's name and logo
- 3.1.2.10 Signature on any contract agreements will read 'on behalf of ASLIA' or 'for ASLIA' (see Appendix J)
- 3.1.2.11 Events will be announced a minimum of 4 weeks in advance
- 3.1.2.12 Notices / announcements for all professional development events must include ASLIA's cancellation and refund policy (see Appendix D)
- 3.1.2.13 Events will be organized with the goal of being cost recovery; some events may include a fundraising component, and are therefore organized with a profit goal; with Board approval, membership dues may be used to subsidize costs, in order to offer a low-cost or free event
- 3.1.2.14 An attempt will be made to hold workshops at various locations (typically, alternating between Calgary and Edmonton) in order for PD opportunities to be accessible to all members

3.1.3 Membership

- 3.1.3.1 Respond to inquiries regarding membership
- 3.1.3.2 Correspond with AVLIC regarding membership renewals and statuses
- 3.1.3.3 Keeper of the membership list as provided by AVLIC; provide Administrative Secretary with an electronic folder of the membership lists and other relevant documents, at the end of each term, to be saved in the archives
- 3.1.3.4 Provide a list of changes / edits to the Publications Director for updates to the electronic directory
- 3.1.3.5 Provide Board members with membership list as updates come in, highlighting the most recent changes to the list
- 3.1.3.6 Prepare a welcome letter from ASLIA for AVLIC to include in its membership welcome package each year
- 3.1.3.7 Review membership dues every two-years (even numbered years) and make recommendations to the Board regarding maintaining or changing; recommendations to change dues must be approved by the membership
- 3.1.3.8 Coordinate voter registration for general meetings
- 3.1.3.9 Collect and track all general meeting proxies (electronic or hard copy)
- 3.1.3.10 Ensure an accurate membership list is available for the AGM
- 3.1.3.11 Prepare the credentials (quorum) report for each general meeting

3.1.4 Special Events

- 3.1.4.1 Organize events such as: special and general meetings, forums, volunteer appreciation party, awards ceremonies, etc.
- 3.1.4.2 General meetings hosted in conjunction with professional development, or serving food may levy a fee for these expenses; no fee is charged to attend meetings (#96-17-G)
- 3.1.4.3 If the AGM is held in conjunction with a workshop and a meal, the workshop presenter and the interpreters the working interpreters will be invited to the meal as ASLIA's guests (#96-19-G)
- 3.1.4.4 Special events will be announced a minimum of three weeks in advance
- 3.1.4.5 The Special Events Director will establish a selection committee to adjudicate the Donna Korpiniski Mentorship Award and the Greg Douglas Bursary (see 3.2.8 & 3.2.9, and Appendices H and I)
- 3.1.4.6 ASLIA has other service awards such as the Community Spirit, Outstanding Volunteer, President's Award, and Honorary Membership; which, are adjudicated by the Board of Directors
- 3.1.4.7 Special Events Committee is responsible to arrange for ordering and securing the awards / gifts / certificates, and to invite guests, as applicable, to present the awards (typically at an AGM)

3.1.5 Fundraising

- 3.1.5.1 Raises funds for the association through activities such as: sale of merchandise, auctions at ASLIA events, specific fundraising initiatives, etc.
- 3.1.5.2 For merchandise orders, shipping costs are the responsibility of the purchaser
- 3.1.5.3 ASLIA receipts will accompany all sales
- 3.1.5.4 All monies collected will be given to the Treasurer within two weeks of the sale / event

3.1.6 Public Relations

- 3.1.6.1 Maintain the ASLIA website and act as the Board liaison with the web host / webmaster
- 3.1.6.2 Post to ASLIA's social media: advertisements, flyers, information, requests, etc., approved by the President or VP (see Appendix E)
- 3.1.6.3 Represent ASLIA as required / requested by Board
- 3.1.6.4 Present information about ASLIA and interpreters / signers to ASL classes
- 3.1.6.5 Present information about ASLIA to Alberta-based interpreter education programs
- 3.1.6.6 Present information about ASLIA to other groups, as requested
- 3.1.6.7 PR tools include digital / electronic resources, brochures, and power point materials