



San Diego County RID Policy and Procedures Manual

May 2013

Meetings

General Membership Meetings

The Board of Directors shall meet at least quarterly at such place and time as determined by the President. (SDCRID Bylaws)

The Secretary shall provide notice of regular and special meetings to all Board & Chairs. Notice for regular meetings must be given not less than 14 days in advance of the meeting. Notice for special meetings must be given not less than three (3) days in advance, unless all Directors agree to waive such notice. Notice for any meeting shall contain date, time, and specific location of the meeting. (SDCRID Bylaws)

General Membership meetings are held four times per year in the months of March, June, September, and December. The meetings have been held alternately on the first Saturday or Sunday, but are not restricted to those days. General meetings are open to all members and guests.

After dates have been chosen the Secretary shall notify all B&C and membership of meeting dates by Aug 1.

Board members and Committee Chairs are required to attend a minimum of 3 of the 4 general membership meetings.

National, regional, and chapter business are discussed during the general business meetings. There should be a pre-meeting speaker or panel to share topics of interest to the local Deaf and/or interpreting communities.

Nominations for any open Board positions are made between the March meeting, and elections are held in June.

Board Meetings

Special meetings of the Board of Directors may be called by any two Executive Board Members. (SDCRID Bylaws)

Board Meetings are held as often as deemed necessary to conduct chapter business. Board meetings are open to the general membership. From time to time, the Board of Directors may need to conduct closed sessions to discuss matters relating to highly sensitive and confidential information, personnel issues or disciplinary action.

Board members and Committee Chairs are required to attend a minimum of 3/4 of the Board and Chairs meetings.

Sample Agenda

- 1) Call to Order
- 2) Approval of Minutes
- 3) Executive Officers Reports - President, Vice President, Secretary, Treasurer
- 4) Community Representative Reports
- 5) Committee Reports
- 6) Old Business
- 7) New Business
 - a. Motions
- 8) Announcements
- 9) Adjourn

Meeting Protocol:

Members must wait to be recognized by the President before addressing the membership with comments, questions or motions.

General Meeting Checklist:

- 1) Meeting Location
- 2) Guest Speaker
- 3) Interpreters
- 4) Registration
 - a. Sign-in Forms
 - b. Membership Applications
 - c. Agendas

Obtaining an Interpreter for Meetings and Events:

To contact, qualify, and obtain sign language interpreter(s) with the appropriate skills to facilitate communication between the speakers, board members, and SDCRID membership. SDCRID meetings will be interpreted and made accessible to members and visitors upon request. All SDCRID meetings—Board & Chair meetings as well as General Membership meetings will be conducted in ASL whenever a Deaf or Hard of Hearing person is present, but may be conducted in spoken English if no D/HH present. When interpreters are voicing, SDCRID may obtain Deaf Interpreters to assist in the flow of communication for the audience.

The Vice-President will contact and obtain a team of RID/NAD certified interpreters that meet the job requirements. If certified interpreters are not available, then qualified interpreters can be utilized at the discretion of the Vice-President. The certified interpreter will work with a non-certified interpreter or Deaf interpreter. It is understood that this is an opportunity for non-certified interpreters to work in a professional manner with the certified interpreter and will actively participate in feedback, direction, and relief as necessary.

It is preferred that all interpreters be members of SDCRID.

All interpreters shall adhere to the RID Code of Professional Conduct.

All interpreting assignments over one hour shall have a team.

Interpreting assignments may not be paid assignments, as interpreters will earn a credit equivalent to half of a SDCRID sponsored workshop for meetings two hours or less. Vice-President can propose to the Executive Board that the interpreter be paid for their services. Interpreting services may be donated by individual decision.

SDCRID may, from time to time, host events that will not be interpreted due to the nature of the presentation or at the request of the presenter. Such events will be identified as not being voice-interpreted.

Maintaining Chapter Affiliation

The RID Regional Representatives monitor affiliation requirements mandated as policies by RID. In the event that these requirements are not satisfactorily met, the Chapter's Regional Representative will discuss the situation with the Chapter Board of Directors. The Chapter must determine if they wish to move toward compliance or to dissolve the Chapter.

The following activities must be done on an annual basis. It is the responsibility of the Affiliate Chapter President to assure that these are carried out. The President should forward the information to the current region representative who will then compile the information within his/her region reports to the National Office.

Due As They Occur:

Bylaws Chair--Forward all Bylaws' amendments as the Chapter Bylaws are revised to RID Membership Services. As needed.

Secretary--Forward a copy of the minutes of all membership meetings and Executive board meetings to RID Membership Services & Region Representative.

Secretary--Forward a listing of any changes (names and addressees) of any position of the Board of Directors to RID Membership Services & Region Representative. As needed.

Publications Chair--Forward one copy of each issue of the newsletter to each Affiliate Chapter in the Region and the National Office to RID Membership Services & Region Representative.

Due August 15 of each year:

Treasurer--File a letter stating any tax-related changes within the Affiliate Chapter: name, mailing address, new subordinates, etc. As needed.

Treasurer -- Letter stating any tax-related changes within the affiliate chapter (names, addresses, subchapters) to RID Membership Services. As needed.

Secretary Forward a listing of the names and addresses of each member of the Board of Directors indicating the position held by each individual. To the region rep and RID

Secretary Forward the mailing address(es) for the Chapter and its newsletter editor. To the region rep and RID

Bylaws Chair--Forward a complete, updated, revised copy of the Chapter Bylaws. As needed.

Due November 15 of each year

Treasurer-- File the Group Form 990, Return of Organizations Exempt from Income Tax. The RID national office has the form.

Secretary --Complete, updated copy of the Policy and Procedure Manual (if any) As Occurs to RID Membership Services & Region Representative
Send PPM to webmaster for update to website

Publications-- List of mailing addresses for the affiliate chapter and the newsletter editor
August 15 to RID Membership Services & Region Representative

Due Within Thirty Days of the End of the Fiscal Year

Treasurer-- Forward a certified copy of the Chapter's financial statement. This financial statement should include a description of the source of all revenue and all disbursements to the Region Representative.

President -- File an annual report that will become a permanent record in the RID Archives. This report should include:

- The major events of the Chapter
- Listing of workshops sponsored or co-sponsored
- Annual Committee reports
- Copies of letters regarding political actions
- Chapter problems and solutions (not grievance information)

President

Purpose and Duties:

To represent the members of the organization and work towards achieving the mission and objectives to the best of his/her ability. To oversee all aspects of the organization and be the liaison between the organization and RID.

Responsibilities:

- 1) Shall represent SDCRID in all appropriate activities, or a designee shall be appointed.
- 2) Have general supervision and direction of the business and affairs of the organization.
- 3) Call and preside over all meetings of the membership and the Board of Directors.
- 4) Appoint chairs for such committees as are established by these Bylaws and as may be established ad hoc.
- 5) Communicate affairs of the organization to the membership at meetings of the membership, and in such other matters as are deemed prompt and appropriate.
- 6) Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.
- 7) May establish such short-term committees as are found necessary for the business of the organization.
- 8) May sign checks and warrants for the withdrawal of organizational funds.
- 9) May implement and lead Board Orientation in the Fall of every year.
- 10) Ensure that PPM's are kept up to date, checking with Board and Chairs prior to term ending
- 11) Submit an article for each issue of the SDCRID InTouch newsletter.
- 12) Poll Board and Chairs to calendar annual dates for General and Board Meetings no later than July 30 of new FY.
- 13) Request agenda items from Board and Chairs one week prior to the meeting.
- 14) Request Board and Chair reports via email prior to meetings (include Secretary)
- 15) Send Agenda to Board and Chairs at least 24 hours in advance of meeting

In addition to the duties outlined in the SDCRID Bylaws, the Board President should undertake the following actions:

- 1) Maintain a relationship between SDCRID, the Region V Representative, and the National Office.
- 2) Send workshop announcements to Region V Presidents.
- 3) Participate in conference calls every one to two months with other Region V Presidents.
- 4) Submit an article for the RID e-news to Region V representative, due April and October of each year.

- 5) Stay informed on matters impacting the interpreting profession.
- 6) Oversee professional meetings of the general membership whereby the membership is updated on local, regional and national news.
- 7) Promote a professional environment and standard for general and Board meetings.
- 8) Establish ground rules for general and Board Meetings.
- 9) Prepare agendas for general and Board Meetings.
- 10) Ensure communication accessibility for members and visitors.
- 11) Calendar annual dates for general and Board meetings.
- 12) Attend National and Regional Conferences under RID. Traditionally, SDCRID will reimburse half hotel and early bird conference registration.
- 13) Nominate potential candidate to fill vacancies
 - a. Provide a copy of the Bylaws and PPMs to candidate upon notice of interest in a position.
 - b. Request a short biography and photo from the candidate that includes an explanation of interest. May include goals sought to accomplish if chosen for the position
 - c. Information above should be forwarded to the Board for review, discussion, and for a vote to accept the nomination.
 - d. Once a decision is reached, President will send an announcement to Board & Chairs and send an email to membership or include the information in the next issue of the InTouch newsletter.

Vice President

Purpose and Duties:

Vice President shall, in the absence of the President, perform all the duties of the President, bearing all the powers of the President. Perform such tasks and duties as are assigned by the Board of Directors.

Responsibilities:

- 1) May countersign checks and warrants for the withdrawal of organizational funds
- 2) Select and reserve meeting venues for all meetings
- 3) Coordinate interpreters for all General Membership meetings as necessary
- 4) Coordinate FM system for General Membership Meetings, as needed
- 5) Interface with Student Reps for volunteers for the meetings
- 6) Coordinate speakers for pre-meeting (mini workshops) & information sharing
- 7) Maintain Login Information for Wild Apricot and assist in setting up events
- 8) Maintain Login information for Wild Apricot and send out messages as needed
- 9) Maintain Gift Certificate Tracking spreadsheets shared with PDC on Google docs
- 10) With Secretary, help to maintain and manage Professional Calendar (Google) for SDCRID and all entities providing professional development ** discuss who should be responsible for calendar
- 11) File CEU paper work for any non PDC sponsored events

Secretary

Purpose and Duties:

To maintain communication and records of the organization.

Responsibilities:

- 1) Shall keep and maintain full and accurate minutes of all meetings of the organization, any of the Board and Chairs and of the general membership, making such minutes available to any Director or member upon request not more than 14 days following the meeting in question.
- 2) Maintain organizational records, minutes, and correspondence.
 - a. Issue meeting notices as are required to establish duly called meetings and actions
 - Notify by email through Wild Apricot 21 days in advance.
 - Notify 7 days in advance by posting on yahoo group. The yahoo group posts can be created once dates have been selected (in July) to automatically send out reminder messages
 - Utilize the shared Google calendar to set secretary reminders of upcoming duties.
 - b. 48 hours after the B&C meeting an outline format of a report of what will be said at the General Meeting shall be submitted to the secretary and president.
 - c. 72 hours the secretary is to send the first draft via email of the Minutes to all B &Cs. Assign 72 hours for all B & Cs to review and respond with feedback and any needed corrections. 72 hours the secretary shall have the finalized Minutes completed and sent to the Webmaster for posting on the website.
- 3) Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.
- 4) May countersign checks and warrants for the withdrawal of organizational funds.
- 5) Maintain a record of Motions made at general and Board meetings

Due Dates:

Due August of each Year:

- Forward a listing of the names and addresses of each member of the Board of Directors indicating the position held by each individual.
- Forward the mailing address(es) for the Chapter and its newsletter editor.

Due Nov 15 of every year

- List of members of the board of directors (names, addresses, and position held) August 15 to RID Membership Services
- Complete, updated copy of the Policy and Procedure Manual (if any) As Occurs to RID Membership Services & Region Representative

Suggested Action Item Checklist:

- 1) Prepare the sign in table at general meetings
- 2) Signage outside site
- 3) Sign-in Roster
- 4) Collect all materials at the end of the meeting

Treasurer

Purpose and Duties:

The Treasurer's role is to manage the finances of SDCRID and report to the Board and general membership on the financial health of the organization.

Responsibilities:

- 1) Shall maintain full and accurate records of the organization, making at least quarterly financial reports to the membership.
- 2) Promptly pay authorized and routine payments for authorized expenditures.
- 3) Supervise budget planning and forecasting to ensure the organization's financial solvency.
- 4) Sign all checks, deposits, and warrants for the withdrawal of organizational funds.
- 5) Submit an annual financial statement, outlining and describing all receipts and disbursements, to the Registry of Interpreters for the Deaf Regional Representative and National Office within 30 days of the end of each membership year.
- 6) All Affiliate Chapters must submit either the form 990-EZ or the form 990 (depending on the annual gross receipts), no longer the 990-N. This will allow each Affiliate Chapter to capture financial history for future board members to better understand the chapter's financial history. Proof of filing this form is due to RID 90 days (September 30) after the end of the chapter's fiscal year (July 1- June 30). Both forms are available on the IRS website (www.irs.gov). A copy of this form is to be included in your Annual report due to the national office 90 days after the end of the fiscal year. For a list of the required documents for this report, please refer to the Affiliate Chapter Handbook, section 8. To comply with the standards and criteria laid out for all Affiliate Chapters, an annual report must be submitted. ***501(c)3 organizations (annual gross receipts under \$25,000) are required to file form 990. Failure to file this notice for three years in a row will lead to automatic revocation of tax-exempt status.***
- 7) Request updated IRS Determination letter from RID National Office annually
- 8) Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.

Treasurer's Action Item Checklist:

- 1) General Meetings:
 - a. Prepare financial reports - Profit & Loss, Summary and Detail
 - b. Prepare Treasurer's Report to membership
- 2) Prepare checks to workshop presenters and interpreters
- 3) Check P.O. Box as necessary
- 4) Work with Fundraising and keep records of donations, email Board

- 5) Work with Library and provide receipt for donation write-offs

Workshops:

- 1) Take receipt book or give to workshop chair
- 2) Obtain final financial information from the Professional Development Committee Chair for workshops they host.
- 3) Work with PDC during initial stages of presenter contact to obtain W-9.
- 4) Keep W-9 in our files for tax purposes, use this info to file form 1096 and submit before January 30 of every year.

New Board:

- 1) Complete new signature card at bank.
- 2) Obtain debit card under Treasurer's name

Due Dates:

Due August 15 of each year:

- File a letter with the RID National Office stating any tax-related changes within the Affiliate Chapter: name, mailing address, new subordinates, etc. As needed.
- Letter stating any tax-related changes within the affiliate chapter (names, addresses, subchapters) to RID Membership Services. As needed.

Due November 15 of each year

- File the Group Form EZ-990, Return of Organizations Exempt from Income Tax.

Due Within Thirty Days of the End of the Fiscal Year

- Treasurer-- Forward a certified copy (?) of the Chapter's financial statement. This financial statement should include a description of the source of all revenue and all disbursements to the Region Representative.

Submit an annual financial statement, outlining and describing all receipts and disbursements, to the Registry of Interpreters for the Deaf Regional Representative and Home Office within 30 days of the end of each membership year.

A copy of this form is to be included in your Annual report due to the national office 90 days after the end of the fiscal year. For a list of the required documents for this report, please refer to the Affiliate Chapter Handbook, section 8. To comply with the standards and criteria laid out for all Affiliate Chapters, an annual report must be submitted.

Community Representative #1: Working Interpreter

Purpose and Duties:

The Community Representative will serve as liaison between the community of working interpreters and the Board of Directors.

Responsibilities:

- 1) Assist in coordinating activities and communications of the organization including establishing member sections as membership needs.
- 2) Serve as resource-persons to the membership.
- 3) Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.

Events:

- 1) Think Tanks (quarterly)
- 2) Special Interest Meetings (as determined by board and/or membership)

Think Tanks:

- 1) Date selection
- 2) May work in conjunction with Fundraising Chair to select location
- 3) Consider the following:
 - a) Location (Attendees have preferred restaurants)
 - b) Seating
 - c) Lighting
 - d) Avoid auditorium type of seating for ease
- 4) Advertise
 - Information in ad should include:
 - Date
 - Location
 - Time
 - Contact information
 - SDCRID's name
 - General Membership Meeting
 - a) Work with Public Relations as needed
 - b) Advertise in InTouch newsletter (POC – Publications)
 - c) SDCRID Yahoo Group Calendar with reminders set (six weeks before event)
 - d) Email sent out via Wild Apricot approximately four weeks prior (POC – President, Webmaster)
 - e) Face book event (using personal until SDCRID has their own - two weeks before event)
 - f) Add to professional Google calendar (linked to SDCRID calendar approximately six weeks)

- 5) Supplies
 - a) Note cards
 - b) Pens

- 6) Create
 - a) Previous comment summary
 - b) Evaluation forms

- 7) Procedure during event
 - a) Mingle
 - b) Pass out previous comment summary/ elicit new topics
 - c) Review topics and select one or more that display as a common theme
 - d) Discuss the topic in small groups (4-6 is best)
 - e) Large group discussion summaries
 - f) Review any action items brought forth

- 8) Post event
 - a) Newsletter article
 - b) Review evaluations and create evaluation summary
 - c) Note any changes for the next event
 - d) Follow up on any action items
 - e) Give brief report at Board & Chairs, and General Membership meeting

Special Interest Meetings (i.e. Trilingual, Video, Educational):

- 1) Member interest expressed
- 2) Follow procedures for Think Tank (Advertising & Procedure)

Community Representative #2: Deaf Community

Purpose and Duties:

The Community Representative will serve as a liaison between the Deaf community and the Board of Directors.

Objective is to improve the interpreting community based on the voices and concerns of the Deaf Community and to improve the relationship between both parties.

Responsibilities:

- 1) Assist in coordinating activities and communications of the organization as liaison to the Deaf Community.
- 2) Serve as resource-person(s) to the membership.
- 3) Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.

Events:

- 1) Community Forums (quarterly)

Special Events:

- 1) Panel
- 2) Think Tank

Community Forums:

- 1) Date selection
- 2) May work in conjunction with Fundraising Chair to select location, if needed
- 3) Consider the following:
 - a) Location (try to be in central locations, e.g. near DCS, Mesa College, etc)
 - b) Seating
 - c) Lighting
 - d) Avoid auditorium type of seating for ease
- 4) Advertise

Information in ad should include:

- Date
 - Location
 - Time
 - Contact information
 - SDCRID's name
- a) Work with Public Relations as needed
 - b) Advertise in InTouch newsletter (POC – Publications)
 - c) SDCRID Yahoo Group Calendar with reminders set
 - d) Email sent out via Wild Apricot (POC – President, Webmaster)
 - e) DCS Calendar – Fill out online form
 - f) San Diego Deaf Yahoo Group

- g) Face book event (using personal until SDCRID has their own)
- h) Add to professional Google calendar

5) Supplies

- a) Note pad and Pen to record information and discussion if needed
- b) Create lead questions if needed

6) Procedure during event

- a) Mingle
- b) Review topics and select one or more that display as a common theme
- c) Type of forum will depend on number of participants and pulse of group
- d) Provide contact information for Community Rep-2

9) Post event

- a) As appropriate, submit article to InTouch Newsletter
- b) Informally check in with attendees for feedback
- c) Note any changes for the next event
- d) Follow up on any action items

Community Representatives #3 and #4:

Community Representative #3: Student (Palomar)

Community Representative #4: Student (Mesa)

Purpose and Duties:

Community Representatives will coordinate communication between the organization and interpreting students, both members and potential members, including informing students of the benefits of membership. Provide information to students in the Interpreter Training Programs to inform them of the benefits of SDCRID membership. This includes talking to ITP students in interpreting classes and assisting in staffing the booth at Deaf Awareness Day.

Responsibilities:

The Community Representatives for students of interpreting are responsible for distribution of informational brochures regarding SDCRID and the interpreting profession. When required, this committee may also develop articles for publication and/or serve as informational liaison for individuals, businesses, and/or organizations. Members of this committee may be involved with staffing SDCRID tables/booths at local conferences, events, or workshops related to our profession. Actively aid Nominations in advertising for a position replacement.

Duties

- 1) Serve as liaison between the student membership and the Board of Directors.
- 2) Visit ITP classes approximately 1-2 weeks prior to an SDCRID meeting or event.
- 3) Establish committee goals, a plan of action to achieve the goals, and time lines to follow.
- 4) Work with Executive Board to manage a budget supporting the committee activities.
- 5) Report committee activities and accomplishments in the *InTouch*.
- 6) Work closely with other committees to achieve mutual or similar goals (e.g., create a public relations campaign to address: membership recruitment, membership certification).
- 7) Assist in coordinating activities and communications of the organization.
- 8) Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.
- 9) Meet with former Community Representatives to determine what action has been done.
- 10) Delegate duties based on skill and experience.
- 11) Prepare and present committee reports to Board and general membership.
- 12) Advocate for the interests of students
- 13) Advise the membership and Board of Directors of relevant topics pertaining to the student experience in SDCRID

- 14) Recommend programs, activities and policies to the membership and Board of Directors that are in the interest of interpreting students

Possible Events:

Interpreter Panel:

In the spring, each school site will host an interpreter information session to discuss the Interpreter Training Program for that specific school. Guest speakers could include, but not limited to, the following:

- Instructors
- Recent graduates
- Current students
- Working interpreters

Target audience is current ASL students and other interested parties are welcome.

Skill Development:

Coordinate with appropriate committees to provide opportunities for students to further develop their signing and interpreting skills. This includes planning and hosting workshops, student-only discussion forums and practice interpreting situations using mock interpreting scenarios.

Committee Chairs

- 1) As necessary, form a committee that will carry out the mission of that committee.
- 2) Establish committee goals, a plan of action to achieve those goals and set timelines to successfully meet those goals.
- 3) As necessary, construct a budget proposal and submit it to the Executive Board for approval.
- 4) Work closely with other committees to achieve mutual or similar goals.
- 5) Report committee activities and submit accomplishments, as necessary, to the Publications Committee to be published in the InTouch.
- 6) Advertise in various sites using the following approved distribution list:
 - Newsletter
 - SDCRID Yahoo Group calendar
 - Google Professional Development calendar
 - Facebook events
 - Wild Apricot
- 7) Ensure that the Policy and Procedure Manual is up to date before the end of their term.
- 8) Perform tasks and duties as assigned by the Board of Directors.

Bylaws Committee

Purpose and Duties:

Bylaws will recommend Bylaws revisions and amendments, implement those changes and assure that the adopted Bylaws are followed, and provide a parliamentarian to meetings of the membership.

Responsibilities:

Bylaws will recommend Bylaws revisions and amendments, implement those changes and assure that the adopted Bylaws are followed, and provide guidance for parliamentary procedures for meetings of the membership.

The Bylaws Committee will follow *Robert's Rules of Order, Newly Revised* to assure that the bylaws are adhered to and ensure that proper procedure is followed during meetings with regard to voting and recommended bylaws changes.

To add, delete or edit any portion of the Official Bylaws, one must follow the procedure below:

- 1) Submit the proposed change(s) to the Bylaws Chair 40 days prior to the general membership meeting.
- 2) The Bylaws Chair will have 10 days to consider the change and decide if the change is editorial in nature or substantial.
 - a. If the change is editorial in nature, there is no need for a membership vote and the change will be made.
 - b. If the change is considered substantial, a membership vote to approve must take place.
- 3) The proposed change must be presented to the membership 30 days before the General Membership meeting for a vote.
- 4) The proposed change must be presented to the membership within 30 days.
- 5) Should the Bylaws Chair decline to formally propose an amendment suggested by members, the members shall have recourse by petition, making a submission in the same form as described above. Such submission must be accompanied by the signatures of at least ten (10) percent of the voting membership.

Due August of each year:

- Forward a complete, updated, revised copy of the Chapter Bylaws, As needed.

Fundraising Committee

Purpose and Duties:

Fundraising will plan, coordinate, and execute programs to generate financial support for the organization.

Responsibilities:

- 1) Oversee the solicitation of donations from members, clubs, organizations, businesses, etc. and maintain a listing of donors.
- 2) Work with the Board and Committee Chairs in soliciting donations
- 3) Contact coffee and bagel places for donations prior to meetings and workshops
- 4) Work with Secretary for donation acknowledgement.
- 5) Assume responsibility for disbursing receipts to all donors and providing copies to Executive Board.
- 6) Ensure that all donations obtained are used for organizational purposes.

Requirements for fundraising:

- 1) SDCRID Federal tax I.D. #33-0717870
- 2) Proof of 501(c)(3) Status
- 3) Copy of tax form 990 or copy of updated IRS Determination letter from RID (SDCRID Treasurer should have updated copy)
- 4) SDCRID Address: P.O. box 600004 San Diego, CA 92160-0004
- 5) SDCRID Letterhead

Process for Non-Monetary Opportunity Drawing:

- 1) Ticket prices are to be determined by the Board of Directors.
- 2) Drawings may be held during the meeting, at the conclusion of the meeting, or as deemed appropriate by the Board. Winning numbers may be drawn and posted on a board or may be announced. The Fundraising Chair, or designee, will redeem winning tickets.
- 3) Any raffle items that are unclaimed by the end of the evening will be recycled into the drawing held at the next general meeting.
- 4) Cannot refer to it as raffle as per California laws, must be called Drawings
- 5) Materials List
 - a. Items for drawing
 - b. Raffle tickets
 - c. Table(s) for displaying items
 - d. Table covering
 - e. Cans for collecting tickets
 - f. Moneybox for raffle receipts
 - g. Signage

Librarian

Purpose and Duties:

Librarian will maintain the Lending Library, make recommendations to SDCRID for materials they wish to add, and follow-up with members who wish to borrow materials or make a donation to the library.

Responsibilities:

- 1) Be the contact person for any member who wishes to borrow materials from the Lending Library or wishes to make a donation to the Lending Library.
- 2) Include in the report at each quarterly SDCRID meeting the following:
 - a. Remind members of the RID test study materials library available to SDCRID members.
 - b. Inform members of any new additions to the Library.
 - c. Remind members of the opportunity to donate to the Library.
 - d. Ask members what materials they wish to see in the Library.
- 3) Provide occasional updates in the InTouch Newsletter
- 4) Provide tax deduction receipt for donors (to be obtained from Treasurer or Secretary).
- 5) Send email to Webmaster with updates of loaned materials and new materials

*** All members who borrow materials from the Lending Library will agree to the terms outlined in the Agreement Form, and fill out the form (electronic accepted) in order to borrow materials. ***

Guidelines of Using the RID Test Study Materials Library:

- 1) Individual must be a SDCRID member in good standing.
- 2) Contact the Librarian to request materials.
- 3) Materials will be loaned on a first come / first served basis.
- 4) Lending period (with option to extend):
 - a. 2 weeks for books
 - b. 2 weeks for media
- 5) Individual will fill out the SDCRID MATERIALS LIBRARY AGREEMENT form when checking out materials, thus accepting responsibility for picking up materials, taking care of materials and returning them on time.
- 6) Form may be filled out electronically or hard copy.
- 7) The maximum number of items to be checked out is one media item at a time and/or two books.

Process for lending out materials:

- Members should pick up and drop off materials in person.
- At the discretion of SDCRID, materials can be shipped at the borrower's prepaid expense.
- If the book you are borrowing is out of print, you may be asked to provide your credit card information.

(Copy of AGREEMENT form)

SDCRID MATERIALS LIBRARY
AGREEMENT

I, _____, agree to take care of the material(s) listed below while they are in my possession. If the item(s) is (are) lost, damaged, stolen or destroyed, I will pay to have the items replaced within 3 weeks of the due date. I understand I am responsible for returning the items to the Librarian at the end of the lending period.

Title	Type (text or media)	Replacement Value
1.		
2.		
3.		

*If the book you are borrowing is out of print, you may be asked to provide your credit card information.

Signature

Date

Phone Number

Email address

Address

*Credit card # _____ Exp _____ Security code _____

Due Date: _____

Membership Committee

Purpose and Duties:

Membership shall recruit and orient new members to the organization, maintain membership rolls, and respond to member inquiries concerning membership issues.

Responsibilities:

Maintain Member Database:

- 1) Maintain an up-to-date membership database by continually entering new member information, as it becomes available. Information may be retained from Wild Apricot and put into an Excel spreadsheet (to be known as the 'Database').
- 2) Compare current SDCRID membership list with Wild Apricot's contacts list. Archive those contacts on Wild Apricot who are not current SDCRID members.
- 3) The database should include information on dual membership status for voting purposes. This information may be required for voting meetings and Elections at the June meeting.
- 4) Supply various committees and Board members the specific information they require from the current database, upon request.
- 5) Provide the Webmaster with name, email and certification changes received from members so that the online member list (directory) can be maintained.
- 6) Provide the Webmaster with name and email address changes received from members for the email distribution list (Wild Apricot).
- 7) Email the national office's Director of Member Services a current listing of members twice a year (during the months of October and April), and cc the AC President.

Process New/ Renewing Members:

- 1) Towards the end of the membership year, approximately mid-April, it is the Chair's responsibility to update the membership applications and send out renewal notifications. Membership Chair may want to seek feedback from the Board about any changes they may want to add to the membership form. Work with the Webmaster on posting the current application on the website and on Wild Apricot.
- 2) Copy and supply various committees with current membership applications.

- 3) Once members submit their membership, input data into the Microsoft Excel Membership spreadsheet.
- 4) Mail out membership packets to include receipts, membership cards, and welcome / welcome back letters.

Budget / Deposits:

- 1) Create a predicted budget for the new fiscal year and submit to the Executive Board by June 15.
- 2) Budget items include: all duplicating costs for membership applications, letters, paper, envelopes, stamps, membership cards and receipt books.
- 3) Collect any memberships and prepare a tally of all checks to be forwarded to the Treasurer for deposit at a schedule TBD between the two. Send an email to the Treasurer and include the check tally as an attachment.
- 4) Submit a Membership report and list of new members to the Publications Chair at each General Membership meeting for inclusion in the next issue of InTouch.
- 5) Prior to Deaf Awareness Day (DAD) request Webmaster set up promo codes for half off member price for “new/first time” members in Wild Apricot.
- 6) During DAD, provide an up-to-date list of current members for the booth in order to verify membership status.
- 7) Submit membership lists to the PDC or other Chair who is providing discounts to Members for workshops in order for them to verify membership.

Mentorship Committee

Purpose and Duties:

Recruit, orient and support mentors and mentees. Mentors, for the purposes of this document, are professional hearing/Deaf interpreters/language models who assume the role of mentor for a mentee.

Recruiting Mentors:

- Promote mentorship at SDCRID meetings
- Send emails to membership via Wild Apricot and the Yahoo listserv
- Personally approach colleagues/Deaf community members to request their service
- Include SDCRID Board and Chairs in the recruitment process

Mentor Perks:

- Mentors will earn a stipend of \$150.00 after satisfying a minimum of 10 contact hours* per 6-month cycle.
- A \$200.00 stipend is available for those mentoring towards specialized certifications
- Certified mentors can earn 1.0 CEUs for completing 10 contact hours per cycle up to 2.0 CEUs for completing 20 contact hours. We also grant 1.5 CEUs for completing 15 contact hours.

Who Qualifies:

- Deaf or hearing
- Do not have to hold RID certification
- Must be members of SDCRID in good standing for at least the past 6 months

What Is Involved:

- Must provide a letter of intent, explaining background and goals to the mentorship committee so they may pair you accordingly
- Complete an Independent Study Activity Plan prior to beginning mentorship (if the mentor qualifies for and would like to earn CEUs for their efforts)
- Log dates, times and topics with brief descriptions of what was covered during mentorship sessions
- Complete an Independent Study Activity Report within 45 days after the cycle ends. (Only required if mentor is seeking CEUs)

Recruit Mentees:

- Certified interpreters (hearing/Deaf) are welcome to apply – fee is \$100.00
- Post ITP, pre-certified interpreters are encouraged to take advantage of the program – fee is \$75.00

- Mentees with 0-7 years of working experience are encouraged to join YPIN (Young Professional Interpreter's Network)

Who Can Seek a Mentor:

- Members of SDCRID in good standing for a minimum of 6 months

Mentee Application Process:

- Prospective mentees must provide a letter of intent per mentee application request
- Pre-certified mentees must also include a letter of recommendation from a certified interpreter
- Application fees must be received before mentorship can commence

General notes:

Where, when, and what will occur during a given mentorship cycle will be negotiated between mentor and mentee. All those involved come to this situation with unique skills, goals and challenges. For this reason, the SDCRID Mentorship Program supports a broad range of mentoring styles and paradigms.

Mentorship cycles last six (6) months but may begin any time.

The Mentorship Chair is also responsible for:

- Working with the committee to select appropriate participants for the program
- Tracking progress of mentor/mentee teams
- Facilitating CEU processing at the beginning and end of each cycle
- Submitting an annual budget
- Reporting quarterly updates to the membership
- Developing/Maintaining a mentorship database

Below is a link to RID's Standard Practice Papers for mentorship

http://www.rid.org/UserFiles/File/pdfs/Standard_Practice_Papers/Drafts_June_2006/Mentoring_SPP.pdf

Contact Hours:

This describes time spent either in person, on the phone or via videophone where mentors and mentees are actively engaged in professional development. For the purpose of earning CEUs, time spent by either mentors or mentees recording, analyzing and reviewing sample work will be counted as contact hours.

Mentors' preparation time prior to mentoring sessions is not counted towards earning CEUs. Additionally, mentees observing mentors in their work environment (with the consent of all stakeholders, of course) will not be considered contact hours.

Mentorship Guidelines

The SDCRID Mentorship Committee is pleased to provide some general guidelines that have been designed to assist mentors and mentees in following what is considered current protocol for the mentoring process. These guidelines are intended to help keep participants on track. Additionally, it will delineate what activities qualify for CEU's. Mentorship cycles may begin any time and end within 6 months of that start date.

Contact Hours - What are they?

Contact hours imply professional development work or consultation that mentors and mentees do together in person, on the telephone or via video conferencing. These may be counted towards CEUs. The time mentees spend recording work or writing up work can count towards CEUs, as can the time a mentor spends reviewing and providing feedback regarding their mentee's work. While mentors spend time preparing for mentorship sessions, the prep time itself will *not* count towards CEUs.

Observations:

Observing a mentor while they work is not recognized for contact hours. When an interpreter is working, they are (or should be) providing the service for no other reason than to make communication accessible to consumers – not for the purpose of earning contact hours for CEUs.

Newer trends discourage “modeling” as a mentorship technique. Therefore, the SDCRID Mentorship Committee does not endorse a “do it like I do it” relationship.

With that said, if arrangements are made for a mentee to observe a mentor's work, (with all stake-holders and consumers in agreement), the discussion and analysis that occurs *after the observation* can be counted for CEUs.

Making time:

When scheduling mentorship meetings, it is expected that both the mentor and mentee will honor their commitments. Please only cancel or reschedule sessions when necessary. Everyone's time is valuable and mentorship meetings should be regarded with adequate professionalism.

Nominations Committee

Purpose and Duties:

Nominations Committee shall create a slate of qualified candidates for elected offices. This slate can be made up of people who Nominations identifies or those who approach any member of the Board and Chairs in showing interest. Nominations shall coordinate the election process.

Responsibilities:

Nomination and Election Procedures

- 1) Nominations for the SDCRID Board of Directors shall be submitted in writing at the September or December general meetings.
- 2) Only SDCRID members in good standing shall submit nominations.
- 3) Nominees for all positions except Community Representatives must be SDCRID and RID members by January 15th of the election year.
- 4) Nominees' eligibility will be verified according to bylaw position requirements.
- 5) Eligible nominees will be notified and asked if they will accept the nomination.
- 6) Nominees must submit a bio & photo for the newsletter & email dissemination (Wild Apricot) prior to the March newsletter deadline.
- 7) Nominee names, bio and photos will be printed in the March issue of the SDCRID InTouch.
- 8) The period for submitting nominations closes 30 days prior to the date of the election, ~~however, write-in candidates are still allowed on the ballot at the time of the election.~~
- 9) Elections will be held at the June general meeting, unless special elections are needed.
- 10) Only SDCRID dual members in good standing shall be allowed to vote. Verification will be required in order to receive a ballot for elections.
- 11) Nominations will contact Membership Chair and/or the RID website to verify dual membership approximately one week prior to elections.
- 12) If Elections are electronic, only those members who are dual members will be sent ballots
- 13) At the June General Meeting: Ballots shall be collected and counted by the Nominations Committee Chair, one member of the Nominations Committee, and one member of the general membership. Upon final count, election results shall be handed to the President to announce the results OR announced by the Nominations Chair as part of his/her report at the meeting.
- 14) If elections are done electronically, a new procedure will be determined
- 15) If a quorum is not reached, (see SDCRID Bylaws), the election process must be conducted via electronic or mail balloting.
- 16) If a special election is necessary, Nominations Chair will follow same procedures (see Bylaws)

- 17) Election results shall be submitted to the Publications Chair for the purpose of posting results in the next issue of the SDCRID InTouch.
- 18) Any inquiries for Committee Chairs should be handled by the Nominations chair. The chair will follow similar procedures for the Board of Directors, in that s/he will ask for bio and photo, and verify dual membership.

Professional Development Committee

Purpose and Duties:

Provide Professional Development opportunities for SDCRID members, with the goal of offering at least 2.0 RID CEU's per year. PDC Chair will oversee the committee who they may appoint, and attends Board and Chair meetings, presents PDC budgets to the Board of Directors, and gives PDC reports at the B&C and General Membership meetings.

Workshop Selection Process

- 1) Select a Topic
Workshop topics may be submitted by committee, by the Board of Directors, or by the general membership. Committee will review topics and decide on topics/presenters to pursue.
 - a. Coordinate dates with the Board of Directors to avoid concurrent events. See RID Master Google Calendar/SDCRID on-line calendar.
- 2) Select Presenter
 - a. Negotiate topic, date, fee, hours, hotel accommodations, travel arrangements, cancellation cut-off date, materials and equipment needs, etc. See Speaker's Agreement Form (local and non-local updated 5/2013).
- 3) Prepare Budget
 - a. Annual Budget
 - b. Individual Workshop Budget
 - c. All budgets require approval from the Board of Directors. See prior workshop budgets for template/ ideas.
- 4) Prepare Paperwork
 - a. Presenter must complete all CMP paperwork, provide a bio/vita, and a statement of workshop goals to the PDC. CMP paperwork must be submitted to CMP Sponsor in time in order to apply for RID CEU's. Generally 30-45 days prior to event.
 - b. Presenter should be provided with an IRS form W-9 (may be downloaded from www.irs.gov)
 - c. A final draft of the workshop flyer will be submitted to the presenter, to the SDCRID Board, and to the CMP Sponsor. See prior workshop flyers for template/ ideas. Requirements for flyer provided by CMP Sponsor, but should have the following:
 - Title
 - Presenter name and bio/vita (bio/ vita may be posted on-line on SDCRID's) website
 - Date, Start and end times
 - Location (map optional)
 - Workshop description
 - Payment information (early and late registration; cost for members/non-members (student?); SDCRID/SCRID members pay

same rate; refund information; cancellation date; fee for non-member CEUs; website to pay electronically; and address to send payment)

- Number of CEU's, in what category along with sponsor name and activity number.
- May need to include CEU info on rules (must arrive no more than 10 minutes after start time and cannot leave more than 5 minutes before ends)
- Refund and cancellation information may be posted on-line.
- Interpreter accommodation information
- (Contact name/phone for more information) – we tend to include addresses only

Current CMP is through CM Hall from WRIEC (Western Regional Interpreting Education Center)

5) Select Venue

Location varies, depending on availability and cost. The Committee will maintain a list of possible workshop venues.

- Deaf Community Services of SD, Inc provides free space for SDCRID, including all AV, kitchen access and parking.
- Local ITP's are free if you have a staff person on site
- UCSD has been used, free with staff person, great venue on weekends, free parking

Workshop Checklist

- 1) Send emails with flyer attached to all current members via Wild Apricot, and those who are on list kept for PDC (includes non members and other students, teachers, ITP's, etc). Post flyer on SDCRID Yahooogroup, SD Deaf Yahooogroup, and Professional calendar. Email flyer to SDCRID Webmaster to post on SDCRID website, along with the presenter information.
- 2) Set up event on Wild Apricot and open event for registration.
 - a. schedule announcements to go out automatically
 - b. set up admin option for PDC committee and certificates
- 3) Arrange for travel and transportation of presenter to/from workshop site if needed.
- 4) Coordinate lunch invitation during workshop.
- 5) Determine if interpreters will be needed and if so, schedule them.
- 6) Arrange for equipment with site—check any fees for rentals.
- 7) Arrange for refreshments and paper goods, and bring to workshop.
- 8) Arrange for someone to stay with equipment during lunch break if room is not locked.
- 9) Arrange for someone to be at site for registration check-in. print registration list of paid attendees (can be downloaded from Wild Apricot.)
- 10) Print or copy and bring CMP (RID CEU) and Evaluation forms, handouts, and name tags to workshop.
- 11) Place signage at location.

- 12) Get checks from Treasurer and pay speaker (and interpreters, if needed)
- 13) Arrange for cleanup.
- 14) Ensure that refreshments are provided for workshop, and if sponsored, then have signage or acknowledgement.
- 15) Set up certificate for completion of workshop to be sent out via Wild Apricot in lieu of paper certificates

Suggested Timeline

By May 31st of Fiscal Year

- 1) Hold meeting to discuss speakers for next year
- 2) Submit to executive board estimated budget for workshops for full year (fiscal year)

6 mos. Prior to proposed workshop date

- 1) Contact speakers
- 2) Decide upon a date for the workshop
- 3) Begin seeking a location for the workshop
- 4) Configure budget for workshop

5 mos. Prior to proposed workshop date

- 1) Confirm date with speaker
- 2) Send 2 copies of contract to speaker (signed by executive board and PDC chair)
- 3) Notify SDCRID committees of upcoming dates and possible cross-marketing opportunities

4 mos. Prior to workshop date

- 1) Design flyer
- 2) Contact outside agencies for sponsorship
- 3) Hold PDC committee meeting to decide upon roles at each workshop (Registration, food, parking, etc).

3 mos. Prior to workshop date

- 1) Confirm location, parking & equipment needs
- 2) Finalize flyer design
- 3) Distribute via Internet and website.
- 4) Post workshop information on SDCRID yahoo group , send to Webmaster and Publications Chair
- 5) Email flyer to members and others on PDC list
- 6) Open registration on Wild Apricot
- 7) Confirm travel arrangements with speaker (if needed)
- 8) Apply for CEU's through The Language Door (Julie Simon)

2 mos. Prior to workshop date

- 1) Contact catering with date, time, place and estimated number of lunches
- 2) Reserve hotel room for speaker (if needed)

3) Reserve interpreters for workshop

1 mo. Prior to workshop date

- 1) Contact caterer with lunch number update
- 2) Purchase supplies if needed (see supply addendum)

3 weeks prior to workshop date

- 1) Send out “tickler” (reminder) email via SDCRID yahoo group & email list

2 weeks prior to workshop date

- 1) Confirm receipt of handouts from speaker
- 2) Confirm location and equipment
- 3) Submit revised budget (if needed)
- 4) Request checks for speakers and interpreters (from Treasurer)
- 5) Discuss parking availability for event and confirm use for interpreters, speaker and one committee member.

1 week prior to workshop date

- 1) Process any registrations that did not come through Wild Apricot

3 days prior to workshop date

- 1) Contact caterer with final numbers (registrations + 5 additional)
- 2) Make copies of all evaluations and handouts
- 3) Purchase breakfast and lunch/ dinner foods
- 4) Print certificates
- 5) Get parking passes (if at DCS)

Day of workshop

- 1) Transport speaker (if needed)
- 2) Arrive 90 minutes prior for set-up
- 3) Reserve parking for interpreters and/or speaker
- 4) Post signs if needed
- 5) Get person to hand out parking passes (if at DCS)
- 6) Have registrants sign-in and provide handouts and food
- 7) Introduce speaker and thank sponsors
- 8) Fill in names and signatures on certificates
- 9) Pass around CEU sign-up and evaluation forms at end of the day
- 10) Clean-up workshop room
- 11) Provide payment to speaker and interpreters
- 12) Take photos ☺

Within one week after workshop

- 1) Process all grant / CEU paperwork (including summaries for presenter and sending originals to sponsor). Send out letters or attendance w/ CEU info.
- 2) Submit all receipts for reimbursement
- 3) Write final statement of workshop finances

Office Supplies:

- 1) Scotch and masking tape
- 2) Signs (arrows/laminated)
- 3) Certificate paper
- 4) Receipt book
- 5) Pens
- 6) Thank you notes
- 7) Dry erase markers
- 8) Highlighters
- 9) Plastic case & manila folders (retaining files)

Food:

- 1) Bagels
- 2) Cream cheese
- 3) Coffee, sugar, sweet & low, Splenda (supplied by Starbucks)
- 4) Half-n-half, creamer
- 5) Plastic utensils and stirrers
- 6) Cups
- 7) Tablecloths
- 8) Napkins
- 9) Juice
- 10) Water
- 11) Soda
- 12) Cookies
- 13) Candy
- 14) Catered lunch

Workshop Budget Considerations:

Expense Guidelines (as of 2012):

- 1) Speaker's Fee- rate run around \$100/hr
- 2) Per Diem- \$35/ day (our rate)
- 3) Travel (our maximum)- \$350.00
- 4) Lodging (our per night maximum)- \$200.00
- 5) Venue- varies, anywhere from free to \$100/hr
- 6) CEU Processing fee - \$35.00
- 7) Food (breakfast and lunch) \$7- \$12/ person
- 8) Handouts- varies 0-\$25 (in kind or pay)
- 9) Interpreters (if needed)- \$50/hr
- 10) Credit Card processing fee (Wild Apricot, or other system)- we pay a scale
- 11) Registration fee (Wild Apricot, or other system)- \$2/person base plus a percent
- 12) Event fee - there is none for Wild Apricot
- 13) Thank you gift card - \$10 - \$20

Income:

- 1) Registrations
- 2) Donations (can work with Fundraiser Chair)
- 3) In-kind donations
- 4) Consider door prizes – but must register w/ state first
- 5) Sponsorship

Public Relations Committee

Purpose and Duties:

Public Relations shall coordinate communication between the organization and those not familiar with the field of interpreting, as well as, help explain the mission of SDCRID.

Responsibilities:

Public Relations committee is responsible for assisting in the development, collection and distribution of informational brochures regarding SDCRID and the interpreting profession. When required, this committee may also submit articles for publication and serve as an informational liaison for individuals, businesses, and organizations. The PR committee staffs SDCRID tables/booths at local conferences, events, or workshops related to our profession such as Deaf Awareness Day and Deaf Expo.

Duties:

- 1) Submit a PR budget proposal to the Executive Board for approval
- 2) Work closely with other committees to achieve mutual goals (e.g., select goody bag items and DAD SDCRID logo giveaways for budget proposal submittal)
- 3) Create a PR campaign to address: membership, recruitment, and education of employers
- 4) Create and/or maintain an updated slideshow with names, titles, and pictures of all current Board and Chair members

Events:

- 1) Deaf Awareness Day
- 2) Region V Conference (collect contributions/items to be added towards the goody bags for marketing purposes)
- 3) Deaf Expo
- 4) Any other events requested by the Board

Deaf Awareness Day

Three months before:

- 1) Discuss with Executive Board or at B&C Meeting any needed purchases for DAD, such as SDCRID logo pens, USBs, notepads, Xerox copies of brochures, receipt book, etc.
- 2) Have direct conversations with the following Chairs and confirm such arrangements with emails.
- 3) Discuss with Publications any needed revised/updated brochures.
- 4) Discuss with Membership any needed membership forms and request an up-to-date roster print out or list with names of all current members at DAD to verify.
- 5) Verify with PDC any upcoming SDCRID workshops that can be advertised at the booth. If so, make copies of the workshop(s) fliers to distribute at DAD.
- 6) Announce during the General Membership Meeting the need for volunteers
- 7) Ask Community Reps, as well as, Chair members to volunteer.
- 8) Submit a written request asking for volunteers on the In Touch.

At least two months before:

- 1) Register for a booth
- 2) Be sure to request electricity for booth

One month before:

- 1) Circulate sign-up sheet with 2 or 3 hour volunteer segments/shifts for B&C to choose

Three weeks before:

- 1) If have not received confirmation of booth registration, contact DAD organizers.
- 2) Identify and confirm with PDC, Publications and Membership the need of specific forms and make arrangements to retrieve them.
- 3) Recruit Board and Chair volunteers for working the DAD booth

Two weeks before:

- 1) Confirm DAD commitment with volunteers
- 2) E-mail scheduled shift and explain to them how to pick up their tickets.

Few days before:

- 1) Buy candy or mints
- 2) Confirm that printed materials, handouts, B&C PowerPoint and laptop are ready for display.
- 3) Send volunteer schedule (via email), with a “Thanks again and see you there!” note as a reminder.
- 4) Make sure to have change (coins and enough dollar bills)

Night before: (optional)

- 1) Set up table for booth

Day of:

- 1) Arrive early, help set up, be prepared to staff the booth and answer questions.

Post event:

- 1) E-mail thank you notes to volunteers.
- 2) Thank volunteers by name in InTouch newsletter.
- 3) Thank volunteers by name at General Membership Meeting
- 4) Turn in expenses to Treasurer for reimbursement.
- 5) Turn over new membership applications to Membership Chair
- 6) Give left over brochures to Publications Chair
- 7) Report # of new members to Board and Chairs Meeting
- 8) Mention # of new members in InTouch
- 9) Mention # of new members in General Membership Meeting

Cost:

DAD registration: Table + volunteer tickets
Promotional items/giveaways order
Xerox copies of brochures,
Candy

Income:

New or renewing memberships (New members register at ½ price, renewing members at regular price)

Publications

Purpose and Duties:

To develop, maintain and distribute organizational publications as required, primarily the SDCRID Newsletter - InTouch

Responsibilities:

To report information in a nonjudgmental and unbiased manner that will further the understanding of respective roles within the interpreting profession as well as the dynamics involved in the various roles of interpreters.

Circulation:

The newsletter is a benefit of membership and is distributed to all members regardless of membership category. Copies of each newsletter are to be submitted to the Affiliate Chapter Relations Committee (ACRC) at the RID national office. Complimentary copies are provided to nonmembers who submit articles/information and to authors who have given permission to reprint or cite their work. Newsletters are available for download on the SDCRID web site in pdf or xps formats. Newsletters are also formatted print-ready and in special circumstances can be printed and sent via first-class mail.

Number of Issues:

The newsletter is published four times per year to coincide after the general meetings: July, October, January, April. Distribution should be within one month after the general meeting dates.

Archives:

All copies of the newsletter should be archived on a data drive supplied by SDCRID and also submitted to the webmaster for historical archiving on the SDCRID website.

Format:

The newsletter staff has the flexibility and the responsibility to design the newsletter to meet the needs and expectations of the membership. It should reflect the professional organization of SDCRID as well as the national Registry of Interpreters for the Deaf.

Editorial Policy/Article Submissions:

The SDCRID InTouch publishes articles on matters of interest and concern to interpreters and transliterators. SDCRID encourages representation of various views and opinions within the interpreting field. SDCRID reserves the right to edit, excerpt, or refuse to publish any submission. It is helpful to have a consistent deadline for the submission of articles and advertisements established for the year and published in the newsletter. The goal of the newsletter is that it be a collaborative effort on behalf of the Board, newsletter staff, and the general membership. As often as possible, the staff should solicit articles

and ideas from the membership for inclusion in each issue.

Advertisements:

Members who join at the Organizational level may receive five business card size ads per year without charge. Editorial staff may solicit outside advertising to help underwrite the costs associated with the newsletter. It is expected that advertising costs be consistent with other Affiliate Chapter publications, with current market rates, and with the intent to stay within the guidelines of a non-profit organization. In 2002, a business card ad cost \$15.00 per issue.

Job Announcements/Employment Opportunities:

The posting of employment opportunities is done as a courtesy for interpreter/transliterators positions (paid or volunteer). There is currently no fee for this service.

Assembly Procedure:

Articles and information received will help determine the layout for each issue. A central theme or focus may be used. For example, the September issue might focus on educational interpreting. It is preferable to keep related information in one section rather than scattered throughout the newsletter.

Each issue should include:

- 1) SDCRID's mailing address, e-mail address, and web site (if applicable)
- 2) The SDCRID Board of Directors and Committee Chairs contact information
- 3) A list of dates and times for general and board meetings
- 4) Location of general meetings
- 5) Editorial policy (publications policy)
- 6) Membership information
- 7) President's report
- 8) Workshop and training opportunities
- 9) Submission deadline for the next issue
- 10) Paid advertisements, if any

Articles published in whole or part must have prior permission from the author(s). The RID CMP and ACET logos are to be used for all CEU-sponsored events.

To distribute, send to webmaster as pdf and xps files. Create a Mail Chimp campaign to notify all members that the latest copy of In Touch is available. Include the link to <http://www.sdcrd.org/newsletter.php> where members can download current and past newsletters. Launch Mail Chimp campaign once webmaster has confirmed that the latest newsletter has been uploaded to the site.

For special circumstances when print copies are needed:

- 1) The format should be eight to twelve pages on 11" x 17" paper in a booklet style. Copies from 8½" x 11" originals are used to make an 11" x 17" template and then copied front to back. Half of the back page will need to be reserved for the

- mailing label and SDCRID's return address. Copies can be dropped off at the printers or can be made manually using the large copy machines.
- 2) Newsletters will need to be collated, folded in half, and then folded again. Postal regulations require that the fold of the newsletter be at the bottom as well as on the right to ensure compatibility with postal cancel equipment. Mailing seals (not staples) are affixed to the top and side panels. Membership mailing address labels will also need to be affixed.
 - 3) Postage will vary depending on the weight of each issue, so it is best to take a completed copy to be weighed at the post office prior to purchasing postage. Newsletters are sent as first class mail rather than bulk mail or non-profit mail.
 - 4) The cost of printing and postage will be reimbursed by submitting a receipt to the Treasurer.

Due August 15 of each year

- List of mailing addresses for the affiliate chapter and the newsletter editor to RID Membership Services & Region Representative

Webmaster

Purpose and Duties:

Webmaster will publish and maintain our organization's Web site, <http://WWW.SDCRID.ORG>, and manage online accounts and activity.

Responsibilities:

- 1) Receive and electronically disseminate Board approved information to the members in a timely and efficient manner.
- 2) Post new information in a timely manner, delete older information, maintain biographies and pictures of Board and Chairs, and ensure that all links are in working order.
- 3) Respond or forward any communication received to the appropriate Board or Committee member.
- 4) Maintain, appoint moderators and, when necessary, moderate the SDCRID community forums. (<http://sdcrid.createmybb3.com>) Moderation of any kind is up to the Board.
- 5) Maintain confidentiality of password(s) and provide passwords as needed to Board and committee chairs.

The web site may include, but is not limited to, information on general meetings, board meetings, chapter bylaws, membership application, workshops, Board, Committee, and member contacts, and links to related sites.

Process for updating the e-mail forwarding recipes:

1. go to <http://my.pair.com>
2. click: „Mail%0
3. click: „view recipes%0

The basic e-mail forwarding recipes are:

board@sdcrid.org: (multi forward to the following)
executive-board@sdcrid.org

representative-1@sdcrd.org (Working Interpreter)
representative-2@sdcrd.org (Deaf)
representative-3@sdcrd.org (Palomar)
representative-4@sdcrd.org (Mesa)
committees@sdcrd.org: (multi forward to the following)
scholarship@sdcrd.org
publications@sdcrd.org
pr@sdcrd.org
pdc@sdcrd.org
nominations@sdcrd.org
membership@sdcrd.org
mentorship@sdcrd.org
legislative@sdcrd.org (not in use)
librarian@sdcrd.org
fundraising@sdcrd.org
Facebook@sdcrd.org
bylaws@sdcrd.org
webmaster@sdcrd.org

executive-board@sdcrd.org: (multi forward to the following)
president@sdcrd.org
vice-president@sdcrd.org
secretary@sdcrd.org
treasurer@sdcrd.org
past-president@sdcrd.org