

# **PRESIDENT**

## **OVERVIEW**

Provide leadership to the Association and preside over the activities of all officers and all standing and special committees

## **FUNCTIONS**

- Preside (or delegate responsibility for presiding) over general meetings and Board meetings
- Prepare agenda for general meetings in coordination with the Director of Professional Development
- Prepare agenda for Board meetings in consultation with Board members
- Arrange time and place for general and Board meetings
- Attend all general and Board meetings; attend committee meetings as requested or necessary
- Submit written activity report bimonthly to all Board members by designated deadline
- Write year-end report for submission to ATA and distribution to membership
- Prepare annual budget for office of President, approve expenditures and be accountable for budget
- Monitor use, accounting, and handling of Association monies and resources
- Ensure that requirements for maintaining non-profit status are met, including state and federal tax filing requirements
- Maintain an inventory of Association property in collaboration with Secretary
- Act as Association spokesperson and legal representative
- Oversee all elections and referenda
- Appoint members to committee positions and designate coordinators as required
- Pick up and distribute Association mail or delegate this responsibility
- Respond to or forward inquiries, as appropriate, in collaboration with Secretary

## **ESTIMATED TIME COMMITMENT**

Monthly average: 10-12 hours (more in case of special projects, such as a conference, website revision, etc.)

### **Breakdown of time spent on various activities:**

- Prepare agenda for Board meeting, meeting prep, attend meeting: 4-6 hours (even-numbered months)
- Prepare for and attend general meeting: 4-5 hours (odd-numbered months)
- Tend to AATIA business in cooperation with other Board members (tasks vary in different months): 3-4 hours (monthly)
- Respond to e-mail and telephone inquiries: 2-3 hours (monthly)
- Represent AATIA at various activities throughout the year: variable, 4-6 hours per year

# SECRETARY

## OVERVIEW

Record all actions of the Board and business of the Association

## FUNCTIONS

- Attend all Board and general meetings; attend committee meetings which require recording of minutes
- Record and disseminate to Board members and to the MAPP Coordinator minutes of all Board meetings and post in members-only section of the website
- Recruit from among the membership the following:
  - o Nominating Committee
  - o Tellers Committee (if applicable)
  - o MAPP Update Coordinator
- Submit written activity report bimonthly to all Board members by designated deadline (include activities of coordinators)
- Prepare annual budget for office of Secretary and be accountable for budget
- Maintain Association papers, records, and archives
- Maintain a list of all AATIA accounts and login information.
- Maintain the AATIA scrapbook in collaboration with the Historian
- Maintain supplies of Association stationery and documents, including business cards, and an electronic copy of the AATIA logo
- Maintain form letters
- Supervise all matters requiring a vote of the general membership, including annual Board election; recruit Nominating Committee chair and Tellers Committee (if needed)
- Inform bank, after election, of names of the President, Director of Finance, and Secretary for the following year (if any have changed)
- Maintain the Manual of AATIA Policies and Procedures (MAPP), in collaboration with the MAPP Update Coordinator
- Respond to or forward inquiries, as appropriate
- Complete special projects assigned by the President

## ESTIMATED TIME COMMITMENT

Monthly average: Approximately 6 hours

Prior to elections (August to October): 3-10 additional hours, depending on the type of election (online or by mail)

### Breakdown of time spent on various activities:

- Attend meetings (Board and general): 2-3 hours (monthly)
- Prepare, distribute, revise minutes and post in members-only section of website: 1-2 hours (monthly, even-numbered months)
- Check and respond to e-mails: 1-2 hours (monthly)
- Report any MAPP updates to MAPP Update Coordinator: variable, 1-2 hours per year
- Organize and oversee Board election, report results: 3-5 hours (total, between Aug. and October)

## - **DIRECTOR OF COMMUNICATIONS**

### **OVERVIEW**

Oversee and coordinate all activities related to AATIA communications, public relations, and publicity to promote AATIA, its members and their services, including the AATIA website and social media outlets

### **FUNCTIONS**

- Oversee maintenance of AATIA's website, including blog (AATIA News) and calendar, and (in coordination with the Director of Membership) online membership records
- Write periodic blog posts about AATIA activities and other T&I news
- Manage AATIA general mailing list
- Outreach to businesses and other prospective clients
- Recommend and develop new communications initiatives as needed
- Recruit from among the membership the following:
  - o Blog Editor
  - o Social Media Coordinator
- Delegate and oversee responsibilities for coordinators according to their position descriptions
- Assist coordinators in selecting and recruiting assistants and committee members, as necessary
- Attend Board and general meetings; attend committee meetings related to communications activities
- Submit written activity reports bimonthly to all Board members by designated deadline (include activities of coordinators)
- Prepare annual Communications budget and be accountable for budget
- Monitor the local media for events that would offer the opportunity to showcase AATIA
- Respond to or forward inquiries, as appropriate
- Complete special communications projects as assigned by the President

### **ESTIMATED TIME COMMITMENT**

Monthly average: 8-10 hours

#### **Breakdown of time spent on various activities (monthly):**

- Website maintenance: 2-3 hours
- Meetings (Board and general): 2-3 hours
- Sending, checking and responding to e-mail: 2-4 hours
- Media and website announcements, blog posts: variable, maybe 1-2 hours
- Prepare Board reports: ±1 hour every other month
- Other duties as needed: variable, possibly 2-3 hours every 3-6 months

# **DIRECTOR OF FINANCE**

## **OVERVIEW**

Work in conjunction with all members of the Board and the coordinators of groups to supervise accounting of all Association funds

## **FUNCTIONS**

- Maintain fiscal accountability for Association activities in accordance with generally accepted accounting procedures
- Maintain AATIA bank accounts and other financial accounts (e.g. PayPal)
- Collect and disburse funds for AATIA (and SIGs, if applicable)
- Keep accurate records of all financial transactions
- Pay bills (for website hosting, workshop presenters, etc.)
- Follow up on any billing discrepancies, bad checks, or other financial matters
- Prepare annual budget for office of Director of Finance
- Plan and develop an overall budget for Board in January for approval by the Board in February
- Draft proposed budget for the following year in December
- Monitor adherence to the budget during the year, providing bimonthly reports to the Board on where the Association stands in comparison with the same period in the previous year
- Submit written activity report and report on status of all Association accounts bimonthly to all Board members by designated deadline
- Assist the Director of Membership in maintaining membership payment records
- Ensure adherence to financial requirements for non-profit corporations
- Prepare and submit IRS Form 990 (report of gross receipts by non-profit organization) each year by deadline
- Prepare and submit state sales tax return to Texas state comptroller (if t-shirts or other merchandise is sold)
- Notify tax authorities of any change of address or point of contact for the Association
- Attend all Board and general meetings and other meetings, as needed
- Respond to or forward inquires, as appropriate
- Complete special projects assigned by the President

## **ESTIMATED TIME COMMITMENT**

Variable, but normally about 6 hours per month.

### **Breakdown of time spent on various activities**

- Attend meetings (Board and general): 2-3 hours (monthly)
- Prepare financial and activities reports for Board meetings: 1 hour (monthly, even-numbered months)
- Check and respond to e-mails: 1-2 hours (monthly)
- Maintain AATIA financial accounts, pay bills: 1-2 hours (monthly)
- Prepare and submit tax forms: 1-2 hours (January and April)

# **DIRECTOR OF MEMBERSHIP**

## **OVERVIEW**

Oversee all activities related to membership

## **FUNCTIONS**

- Provide leadership for the Association in member recruitment, retention, and services
- Conduct membership drives/renewal campaigns
- Recruit from among the membership the following:
  - Newcomer Coordinator
- Oversee (in coordination with the Director of Communications) maintenance of membership records on AATIA's website
- Keep accurate records of membership (in coordination with Director of Finance and Director of Communications)
- Delegate, oversee, and coordinate responsibilities of coordinators according to their position descriptions
- Assist coordinators in selecting and recruiting assistants and committee members, as necessary
- Attend Board and general meetings; attend committee meetings related to membership activities
- Prepare sign-in sheet for general meetings and send recruitment e-mail to any non-members after the meeting
- Submit written activity report bimonthly to all Board members by designated deadline (include activities of coordinators and current membership figures)
- Prepare annual Membership budget, approve expenditures and be accountable for budget
- Respond to or forward inquiries, as appropriate
- Send information to prospective members
- Complete special projects as assigned by the President

## **ESTIMATED TIME COMMITMENT**

Approximately 5-6 hours per month

### **Breakdown of time spent on various activities:**

- Attend meetings (Board and general): 2-3 hours (monthly)
- Prepare membership report for Board meetings: 1 hour (monthly, even-numbered months)
- Check and respond to e-mail: 1-2 hours (monthly)
- Maintain online member records; assist members with any membership-related problems: 1-2 hours (monthly)
- Send list of new members to Director of Communications for addition to the general mailing list; send list of new SIG members to the relevant SIG coordinator: 1-2 hours (monthly)

# **DIRECTOR OF PROFESSIONAL DEVELOPMENT**

## **OVERVIEW**

Promote professionalism of AATIA members through education, programs, and special events

## **FUNCTIONS**

- Provide leadership for programming and professional development, based on input from the Board and the general membership
- Recruit from among the membership the following:
  - o Workshop Coordinator
  - o ATA Certification Coordinator
  - o Refreshment Coordinator
- Plan meeting programs and recruit presenters
- Plan workshops (in coordination with Workshop Coordinator)
- Plan social and networking events for members
- Arrange for ATA continuing education credit for AATIA-sponsored workshops and conferences (in coordination with Workshop Coordinator)
- Plan ATA certification exam sittings (in coordination with ATA Certification Coordinator)
- Periodically survey members to determine programming needs
- Assist in development and organization of special interest groups (SIGs)
- Delegate, oversee, and coordinate responsibilities of coordinators according to their position descriptions
- Assist coordinators in selecting and recruiting assistants and committee members, as necessary
- Attend all Board and general meetings; attend committee meetings related to professional development activities
- Submit written activity reports bimonthly to all Board members by designated deadline (include activities of coordinators)
- Prepare annual Professional Development budget (including projected honoraria and travel and other costs for speakers), approve expenditures and be accountable for budget
- Respond to or forward inquiries, as appropriate
- Complete special professional development projects as assigned by the President

## **ESTIMATED TIME COMMITMENT**

Monthly average: 5-7 hours

### **Breakdown of time spent on various activities:**

- Attend meetings (Board and general membership): 2-3 hours (monthly)
- Prepare activities reports for Board meetings: 1 hour (even-numbered months)
- Plan general meeting programs and refreshments and recruit speakers (in consultation with other Board members): 2-3 hours (every other month in advance of general meetings)
- Check and respond to e-mails: 1-2 hours (monthly)

- Other activities (workshop planning, organizing International Translation Day celebration, organizing social events, conducting programming surveys, etc.): variable, 5-10 hours per year, depending on events held