

Responsibilities specific to the **Director, Conference Interpreters**

By-laws Section

Representing Conference Interpreters within ATIO

Receiving, listening to and responding to conference interpreter member concerns, complaints and queries

Providing answers and information based on consultation, research and/or personal experience

Raising any issues of concern to conference interpreters at Board meetings

Keeping abreast of developments affecting conference interpreters at the Translation Bureau

Keeping abreast of conference interpreter concerns and taking action on them when possible, in accordance with the overall mission and vision of the Association

Surveying members' concerns regarding the Translation Bureau

Representing ATIO conference interpreters at Professional Delegation meetings with the Translation Bureau

Maintaining knowledge of firms that recruit conference interpreters and organise the teams of conference interpreters, in order to refer clients when the need arises, without favouring one firm over another

Reaching out broadly to conference interpreters members to be aware of trends and issues

Developing the professional category

Undertaking any special projects, such as surveying conference interpreters on working conditions and trends in the industry

Establishing and chairing a committee of conference interpreters to undertake specific projects

Contributing to the development of conference interpreter certification standards at the CTTIC level

Reporting

Reporting to the Board on the work and progress of the conference interpreters' committee

Writing articles or reports for the InformATIO newsletter on issues of concern to conference interpreters

Representing the Association

Representing ATIO, as approved by the Board and/or as delegated by the President, including in:

- Conferences
- Stakeholder groups

ATIO BOARD MEMBER JOB DESCRIPTION

March 9, 2015

- Social media

Raising awareness among community stakeholders of the importance of using certified conference interpreters

Preparing news releases for Board approval prior to release regarding issues of concern to conference interpreters

Liaising with other associations representing conference interpreters

- nationally (e.g. AIIC-Canada and sister organisations under the CTTIC umbrella)
- internationally, as required (e.g. AIIC, TAALS)

Actions/liasing on behalf of the Association should be based on prior direction or approval from the Executive or the Board