

Responsibilities specific to the Director, Foreign Languages

By-laws Section

Representing Foreign language translators within ATIO

Receiving, listening to and responding to foreign language translator member concerns, complaints and queries

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

Raising any issues of concern to foreign language translators at Board meetings

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

Developing the professional category

Undertaking any special projects, such as surveying foreign language translators on working conditions and trends in the industry

Establishing and chairing a committee of foreign language translators to undertake specific projects

Encouraging current foreign language translators to pursue certification

Reporting

Reporting to the Board on the work and progress of the foreign language translators' committee

Writing articles or reports for the InformATIO newsletter on issues of concern to foreign language translators

Representing the Association

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

- Conferences
- Stakeholder groups
- Social media

Raising awareness among community stakeholders of the importance of using certified foreign language translators

Preparing news releases for Board approval prior to release regarding issues of concern to foreign language translators

In collaboration with the Director, Independent Translators:

responding to RFIs and other communications issued by government, professional associations and other stakeholders, which may affect the profession, and

requesting further information, clarification, consultation, etc. where necessary.

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