

Responsibilities specific to the **Director, Independent Translators**

By-laws Section

**Representing Independent translators within ATIO**

Receiving, listening to and responding to independent translator member concerns, complaints and queries

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

Raising any issues of concern to independent translators at Board meetings

Keeping abreast of independent 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 independent translators on working conditions and trends in the industry

- The latest Survey of Independent Translators was carried out in 2014
- Ideally, a new survey should be prepared every 5 years or as market conditions warrant

Establishing and chairing a committee of independent translators to undertake specific projects

Encouraging current independent translators to pursue certification

**Reporting**

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

Analysing and interpreting results of Survey of Independent Translators in order to prepare extensive report based on the statistics and soft information collected, to be published in InformATIO

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

**Representing ATIO**

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 independent translators

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

Responding to RFIs and other communications issued by government,

## ATIO BOARD MEMBER JOB DESCRIPTION

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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