

Board of Directors Descriptions

President Position Description

SCRID Bylaws 2015 §3.b.1

1. President

- a) Shall represent the corporation in all appropriate activities.
- b) Shall preside at meetings of the members and/or directors.
- c) Shall appoint committees.
- d) Has the authority to sign checks for debts determined by the board.
- e) Shall forward to RID an annual affiliate chapter report, supervise and sign a certified copy of SCRID's financial statement, before October 1st of every year.
- f) Shall provide at least quarterly reports to the membership concerning business and Board of Directors activities and financial status of the corporation.
- g) Shall submit a (President's letter) for every issue of the SCRID newsletter.
- h) Shall attend at least 75% of the meetings.

Reports To: SCRID Members and RID Regional Representative

Status: Volunteer

POSITION PURPOSE

Represents the corporation in all appropriate activities, presides at meetings of the members and/or directors, oversee and report on financial status of the chapter, provide transparency on national, regional and local levels of organizational activity and provide direction and leadership at all levels of chapter activity.

Responsibilities and Duties:

Ongoing:

- Represents the corporation in all appropriate activities
- Monitor email listserve(s) and social media accounts (1 hour/month)
- Check SCRID email a minimum of three times per week (2 hours/week)
- Monitor/update SCRID Facebook page in collaboration with the secretary and committee chairs (1 hour/month)
- Acts as point of information distribution between the RID Region V Representative and Presidents' Council and affiliate chapter members

Monthly:

- Submit a monthly report to the board of directors (1 hour/month)
- Presides at meetings of directors (2 hours/month, approx. 10 hours preparation)
 - Monitor, in collaboration with committee chairs, monthly online calendar (as needed, approx. one hour/month)
 - Oversee the fiscal year budget in collaboration with the Treasurer and committee chairs

Quarterly:

- Attends quarterly RID Region V presidents council meetings (3 hours per meeting)
- Submit a chapter update (see template) (.5 hours)
- Submit a Presidents letter for every issue of the organization newsletter (as published, approx. 1 hour/issue)

Annually:

- Preside at Annual Membership meetings (2 hours/year, approx. 5 hours preparation)
- Submit an annual report for the annual membership meeting (approx. 5 hours preparation)
- Oversee the annual report to the RID National Office (approx. 2 hours)
- Represent SCRID at regional and national conferences (3 – 5 days/year)
 - Registration fees to be paid by SCRID
 - Hotel accommodations to be paid by SCRID
 - Travel expenses to be paid by SCRID

As needed:

- Appoint committees
- Sign checks
- Attend 75% of all board meetings

QUALIFICATIONS

Certified or Associate member in good standing with the National RID and SCRID for at least one year prior to taking the position.

TRAINING, EXPERIENCE, ABILITIES

- SCRID member in good standing (*one year or more at time of taking office*);
- RID member (Certified or Associate level) in good standing (*one year or more at time of taking office*);
- ASL/PSE communication skills;
- Computer knowledge and skills, access to internet and email;
- Responsive to member needs;
- Public speaking skills.
 - Experience (or motivation to learn) event planning
 - Good written, verbal & ASL/PSE communication skills
 - Responsive to member needs
 - Public speaking skills
 - Proficient in email and other internet applications
 - Understanding of databases and website applications and online social media desired

ESSENTIAL JOB FUNCTIONS

- Ability to communicate vision for organization
- Ability to coordinate multiple organizational activities
- Provide direction for and collaborate with the Board of Directors and Committee Chairs
- Provide transparency regarding national, regional and local organizational affairs
- Accountability for fiscal, state and national laws affecting non-profit organizations

Vice President Position Description:

- In the absence or disability of the President, the Vice-President shall assume all duties of the President
- Shall attend at least 75% of the meeting
- Has the authority to sign checks up to monies determined by the board

Reports To: SCRID PRESIDENT Status: Volunteer

POSITION PURPOSE In the absence or disability of the President, the Vice President shall assume all duties of the President

PRINCIPAL RESPONSIBILITIES

- Check SCRID email a minimum of three times per week unless there is an event;
- Shall maintain communication with all organizations which SCRID is a member of and be the SCRID contact person for;

- Submit a monthly report, to include updates on current events within the organizations of which SCRID is a member;
- Submit an annual report for the annual membership meeting;
- Attend 75% of all board meetings;
- Oversee the fiscal year budget

TRAINING, EXPERIENCE, ABILITIES

- Certified Interpreter;
- SCRID member in good standing;
- RID member in good standing;
- Experience (or motivation to learn) event planning;
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to members' needs;
- Public speaking skills;

ABILITY TO

- Interface in a mutually cooperative way with SCRID members, Board and volunteers;
- Work as part of a team with others;
- Think "outside-of-the-box"

ESSENTIAL JOB FUNCTIONS

Ability to effectively communicate multiple projects and tasks.

Treasurer Description:

- Supervises the receipt and safekeeping of all book keeping of corporate funds
- Shall in the beginning of February make a State and Federal report, and in April SCRID's fiscal year report.
- Shall forward to RID a certified copy of SCRID's financial statement, sources of receipts and a description of all disbursements, before May 30th of every year
- Has authority to sign SCRID checks, up to monies determined by the Board
- Shall attend at least 75% of the meetings

Treasurer Position Description

Reports To: SCRID PRESIDENT Status: Volunteer

POSITION PURPOSE Maintain all financial records of the corporation

PRINCIPAL RESPONSIBILITIES

1. Ongoing/monthly:
 - a. Supervises the receipt and safekeeping of all book keeping of corporate funds – *1 hour/month*
 - i. Use of treasurer's laptop
 - ii. Subscription to Quick Books online
 - iii. Sync to Wells Fargo bank accounts weekly
 - iv. Provide details of expenditures (debits) and income (deposits) weekly
 - b. Has authority to sign SCRID checks, up to monies determined by the Board – *.5 hours/month*
 - c. Check SCRID email a minimum of three times per week unless there is an event – *2 hours/week*
 - d. Submits monthly Profit and Loss Statement and detailed financial statement – *1 hour/week*
 - i. In treasurer's laptop
 - ii. Use Quick Books online report feature for profit/loss statements (example)
 - iii. Include a committee/position debit/income spreadsheet (example)
 - iv. Include the bank balances from July and current month
2. Attend 75% of all board meetings 2 hours/month
3. Oversee the fiscal year budget – total 5 – 7 hours/year
 - a. Initiate a review of the profit/loss in comparison to budget projections in January
4. April:
 - a. Prepare the annual fiscal report -

- b. Shall be the lead on the annual audit
 - i. Determine if audit will be conducted by professional accountant or by committee
 - ii. Arrange for meeting/submission of documents required
 - iii. Prepare report and submit for approval at May board meeting
- 5. May:
 - a. Forward a certified copy of SCRID's financial statement, source of all receipts and a description of all disbursements (due May 30)
 - b. Submit an annual report for the annual membership meeting – 5 hours/year
 - c. May – July: Prepares annual budget for Board approval – 5 to 7 hours/year
 - i. May/June: Convene budget meeting
 - ii. Collaborate with all leadership (officers and committee chairs) which controls a budget to review previous fiscal year profit/loss
 - iii. Collaborate with all leadership which controls a budget to project expense/profit for the next fiscal year
 - iv. Compile report based on above for review by board for the board meeting in June
 - v. Request motion to approve in the first board meeting of the following fiscal year (July)
- 6. April: Point-of-contact and liaison to the Board on the annual financial audit –
- 7. August: make a State and Federal report (IRS 990, and 1099 when appropriate) – *1 hour/year*
 - a. **IRS 990 URL here**
 - b. Organize meeting to review/certify the annual financial statement
 - c. Prepare statement and submit to secretary to be included in annual Affiliate Chapter report
 - d. Note: Annual calendar year?? income information required

TRAINING, EXPERIENCE, ABILITIES

1. Certified Interpreter preferred;
2. SCRID member in good standing;
3. RID member in good standing;
4. Experience as Treasurer or motivation to learn;
5. Knowledge of PayPal, Quicken and Excel or motivation to learn;
6. Experience (or motivation to learn) event planning;
7. Good written, verbal & ASL/PSE communication skills;
8. Sensitive to members' needs;
9. Public speaking skills;

ABILITY TO

- Interface in a mutually cooperative way with SCRID members, Board and volunteers;
- Work as part of a team with others;
- Think “outside-of-the-box”;

ESSENTIAL JOB FUNCTIONS

Ability to effectively communicate multiple projects and tasks.

Secretary Description

- Keeps complete and accurate record of the proceedings of the Board of Directors;
- Supervises the keeping of all corporation records;
- Forward approved minutes of General Business meetings to SCRID publication;
- Chairperson and Region V Representative within fifteen (15) days of meeting;
- Shall attend at least 75% of the meetings

Secretary Position Description

Reports To: SCRID PRESIDENT

Status: Volunteer

POSITION PURPOSE

Maintain all corporate records

PRINCIPAL RESPONSIBILITIES

- Keeps complete and accurate record of the proceedings of the Board of Directors
- Supervises the keeping of all corporation records
- Forward minutes draft to members of the board and committee chairs for review within one (1) calendar week of the meeting
- Publish official minutes on the SCRID website in a location designated for this purpose within one (1) week of approval
- Forward approved minutes of Annual Membership meetings to Region V Representative within fifteen (15) days of meeting
- Provide board of director officers and committee chairs with a printed Conflict of Interest Form in July of each year to be signed and retained as part of SCRID official records
- Provide the following documents in electronic format to newly installed officers or newly appointed committee chairs:
 - Current SCRID Bylaws
 - Current Policies and Procedures Manual (PPM)
 - Conflict of Interest form (printed, signed and a copy retained by the Secretary) (annually)
 - Document listing website and email usernames and passwords (obtain from Website Committee)
- Maintain 501(c) 3
- Prepare annual affiliate chapter (AC) report, in collaboration with the board of directors in accordance with the RID PPM and Affiliate Chapter handbook:
 - Current contact information
 - Membership List (Membership Committee)
 - Copies of Letters regarding political actions (President, MALs)
 - AC problems and solutions (not including grievances) (President)
- Shall attend at least 75% of the meetings

TRAINING, EXPERIENCE, ABILITIES

- Certified Interpreter;
- SCRID member in good standing;
- RID member in good standing;
- Experience as Secretary or motivation to learn;
- Experience (or motivation to learn) event planning;
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to members' needs;
- Public speaking skills

ABILITY TO

- Interface in a mutually cooperative way with SCRID members, Board and volunteers;
- Work as part of a team with others;
- Think "outside-of-the-box"

ESSENTIAL JOB FUNCTIONS

Ability to effectively communicate multiple projects and tasks.

RID Annual Affiliate Chapter Report Contents:

1. Contact information for the AC Leadership (Contact Information Listing As Above)
 - a) AC Mailing Address
 - b) AC Board of Directors (Names, Addresses, Positions, Term Expirations)
2. Major affiliate chapter events for the year
3. Listing of workshops sponsored or co-sponsored
4. All annual committee reports

5. Affiliate chapter problems and solutions (not grievance information)
6. Certified (by board or auditor) copy of financial statement (including descriptions of the source of revenue/all disbursements)
7. Copy of the IRS Form 990: Return of Organizations Exempt from Income Tax

Deaf Member-At-Large Position Description

- This position shall be filled by an individual who is Deaf or Hard-of-Hearing
- Shall attend at least 75% of the meetings

MEMBER AT LARGE JOB DESCRIPTION

Reports to: SCRID PRESIDENT Status: Volunteer

POSITION PURPOSE The individual who holds the MAL position is to be deaf or hard-of-hearing as per the bylaws. This person is to be the liaison between the Deaf and Interpreting communities.

PRINCIPAL RESPONSIBILITIES

1. Assists with coordination of various events;
2. To ensure the Deaf/HOH perspective is involved when conducting business;
3. Submit a monthly report to include various Deaf/HOH events happening within the SCRID region as well as NAD events or pertinent issues as it relates to the Deaf/HOH communities;
4. Submit an annual report for the annual membership meeting;
5. Attend 75% of all board meetings;
6. Oversee the fiscal year MAL budget

TRAINING, EXPERIENCE, ABILITIES

1. SCRID member in good standing;
2. RID member in good standing;
3. Experience (or motivation to learn) event planning;
4. ASL/PSE communication skills;
5. Sensitive to members' needs;
6. Public speaking skills;

ABILITY TO

- Interface in a mutually cooperative way with SCRID members, Board and volunteers;
- Work as part of a team with others;
- Think "outside-of-the-box";

ESSENTIAL JOB FUNCTIONS

Ability to effectively communicate multiple projects and tasks.

Member-At-Large – Interpreter of Deaf Parents (IDP) Representative Position Description

SCRID Bylaws 2015 § 3.b.7

Member-At-Large – Interpreter of Deaf Parents

- a) This position shall be filled by an individual who has at least one parent who is Deaf or Hard-of-Hearing. The individual will also demonstrate personal and professional commitment to the appreciation and celebration of the Deaf Community by virtue of their knowledge of American Sign Language and cultural aspects of the Deaf Community.
- b) Shall attend at least 75% of the meetings.

Reports To: SCRID PRESIDENT

Status: Volunteer

POSITION PURPOSE:

The individual who holds the IDP MAL position is to have at least one parent who is Deaf or Hard-of-Hearing, as per the bylaws. This person is expected to represent the perspective of interpreters who were raised with the unique experience of both hearing and D/deaf communities.

PRINCIPAL RESPONSIBILITIES:

1. Assists with coordination of various events;
2. To ensure that IDP perspectives are considered when conducting business;
3. Submit a monthly report to include IDP training and events happening within the SCRID region, RID events or pertinent issues as they relate to IDP and Deaf communities;
4. Submit an annual report for the annual membership meeting;
5. Attend 75% of all board meetings;
6. Respond to email on a weekly basis;
7. Oversee the fiscal year IDP MAL budget.

TRAINING, EXPERIENCE, ABILITIES

1. SCRID member in good standing (*one year or more at time of taking office*);
2. RID member in good standing (*one year or more at time of taking office*);
3. ASL/PSE communication skills;
4. Computer knowledge and skills, access to internet and email;
5. Sensitive to member needs;
6. Public speaking skills.

ABILITY TO

1. Interface in a mutually cooperative way with SCRID members, Board and volunteers;
2. Work as part of a team with others;
3. Access community and internet resources.

ESSENTIAL JOB FUNCTIONS

Ability to effectively manage multiple projects and tasks;
Adhere to SCRID Board requirements and deadlines.

For information on how to apply for this position, please contact president@scrid.org

Member-At-Large: Diversity Representative Description

SCRID Bylaws 2015 §3.b.6**Member-At-Large – Diversity Representative**

a) This position shall be filled by an individual who will possess multi-cultural competence. The individual will also demonstrate personal and professional commitment to the appreciation and celebration of diverse dimensions of identity, status and affiliation.

b) Shall attend at least 75% of the meetings.

Member-at-Large: Diversity Job Description

Reports To: SCRID PRESIDENT

Status: Volunteer

POSITION PURPOSE:

The individual who holds the Diversity MAL position is to possess multi-cultural competence as per the bylaws. This person is expected to represent the diverse cultural communities within the American Sign Language and English interpreting community of Southern California.

TRAINING, EXPERIENCE, ABILITIES

7. SCRID member in good standing (*one year or more at time of taking office*);

8. RID member in good standing (*one year or more at time of taking office*);
9. ASL/PSE communication skills;
10. Computer knowledge and skills, access to internet and email;
11. Sensitive to member needs;
12. Public speaking skills.

ABILITY TO

4. Interface in a mutually cooperative way with SCRID members, Board and volunteers;
5. Work as part of a team with others;
6. Access community and internet resources.

ESSENTIAL JOB FUNCTIONS

Ability to effectively manage multiple projects and tasks;
Adhere to SCRID Board requirements and deadlines.

For information on how to apply for this position, please contact president@scrid.org