

SCRID Committee Chair Descriptions

Certification Maintenance Committee (CMP) Chair Position Description

POSITION PURPOSE

Process and review requests for CEU sponsorship while adhering to the RID Certification Maintenance Program Standards and Criteria for Approved Sponsors.

It is strongly recommended that two co-chairs are appointed to this committee.

PRINCIPAL RESPONSIBILITIES

- Provide access to SCRID members for the following CEU activities: Hosting Workshops, Participant Initiated Non-RID Activities (PINRA), Independent Studies (IS) and Academic Coursework (AC)
- Adhere to the RID PDC deadlines
- Submit CEU request completions to RID, as required
- Estimated time commitment: 4 hours/week, 20 hours/month

ESSENTIAL JOB FUNCTIONS

- Keep precise records of all sponsored activities
- Maintain the CMP activities requests via SCRID's online registration database
 - Acknowledge receipt of new requests
 - Confirm payment of requests
 - Indicate CEU activity has been completed

TRAINING, EXPERIENCE, ABILITIES

- Knowledge of the RID Certification Maintenance Program Standards and Criteria for Approved Sponsors
- Organizational skills – ability to maintain detailed records
- Manage multiple tasks concurrently - including contacting and following up with a variety of people and organizations requesting CMP services

REQUIRED QUALIFICATIONS:

- SCRID voting member in good standing
- Ability to use web-based email and other online resources, internet access
- Good written, verbal & ASL/PSE communication skills
- Sensitive to member 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

Certification Maintenance Committee Member Complimentary Benefit

SCRID is implementing a complimentary benefit for its members, starting July 1st, 2017 and will be reviewed for consideration each year by the CMP Chair and the board of directors. This complimentary benefit (a.k.a. "Benefit") allows the member to have CEU processing fee waived.

Of the four (4) CEU activities, only the PINRA and Academic Coursework (AC) will qualify under this Benefit. PINRA (Participant Initiated Non-RID Activity)

SCRID Member Eligibility Requirements:

- SCRID membership levels:
 - Certified Member in good standing: 1-, 2-, or 3-year membership levels
 - Associate Member in good standing: 1-, 2-, or 3-year membership levels

- Senior Citizen membership (Associate or Certified)
- RID (membership is required)
 - Certified Member in good standing, or
 - Associate Member in good standing
 - Member must provide proof of membership by uploading current membership card to their SCRID member profile annually.
- This Benefit **does not apply** to the following membership levels:
- Certified 1st year discount
- Student Members
- Honorary Members
- Supporting Members
- Organizational Members
- Region V Affiliate Chapter Members

For more information on the various SCRID membership levels, see <http://rid.org/membership/join/> for more information.

Academic Coursework (AC) rules: <http://scrid.org/category/earn-ceus/academic-coursework/>

- AC can only be requested once during the Fiscal Year (FY).
- Summer school courses starting in on FY and ending in the next FY, will only be applied the FY the course commenced in.

PINRA rules: <http://scrid.org/category/earn-ceus/pinra/>

- Member may choose either one General Studies **OR** one Professional Studies CEU.

Further CEU Benefit Stipulations:

- Member may request one AC or one PINRA Benefit once per FY (July 1st – June 30th).
- This Benefit does not rollover to future FY, if not used.
- Allow at least 2 weeks for verification of member's eligibility for the Benefit.
- Other rules may apply.
- No other benefit can be used in conjunction with this Benefit.
- Members must follow procedures for AC and PINRA CEU requests.

For more AC information, see <http://scrid.org/category/earn-ceus/academic-coursework/>

For more PINRA information, see <http://scrid.org/category/earn-ceus/pinra/>

FAQ for ACET (Associate Continuing Education Tracking) <http://rid.org/continuing-education/professional-development-frequently-asked-questions/>

Membership Committee Duties and Responsibilities

POSITION PURPOSE

Process new memberships and renewals, issue membership cards and maintain online membership database. It is strongly recommended that two co-chairs are appointed to this committee.

PRINCIPAL RESPONSIBILITIES

- Upon receipt of payment for new and renewed memberships, issue membership cards
- Review membership records to ensure certification and proof of student enrollment is complete
- General maintenance of the online membership database
- Compile and submit membership list to the Registry of Interpreters for the Deaf as required

ESSENTIAL JOB FUNCTIONS

- Keep precise records of membership
- Share records with
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TRAINING, EXPERIENCE, ABILITIES

- Knowledge of, or willingness to learn, online database platforms
- Organizational skills – ability to maintain detailed records
- Manage multiple tasks concurrently - including contacting and following up with a variety of people and organizations requesting SCRID membership

REQUIRED QUALIFICATIONS:

- SCRID voting member in good standing
- Ability to use web-based email and other online resources, internet access
- Good written, verbal & ASL/PSE communication skills
- Sensitive to member needs
- Public speaking skills

ABILIBLTY TO:

- Interface in a mutually cooperative way with SCRID members, Board and volunteers
- Work as part of a team with others

1. Monthly Duties

2. Process memberships for new and renewing members and maintain accurate member records, by updating database to reflect current status for members. (5-10 hrs/month)
3. Send welcome letter to new members, detailing up-coming SCRID events. (1 hr/month)
4. Monitor the Membership Database for pending and flagged membership situations that need manual approval. (4 hrs/month)
5. Prepare Membership Directory for Website Chair to be included on SCRID.org website. (2 hrs/month)
6. Collaborate with Treasurer, PDC/CMP, and Website Chairs to trouble-shoot member inquiries and needs. (1-5 hrs/month)

Monthly Board Meeting Duties

1. Prepare Monthly Membership Committee Reports for SCRID Board Meetings. Include the number of memberships from month to month, including major trends. Upload Membership Committee Report to SCRID.org Blog (i.e. WordPress) at least one week prior to Monthly Board Meeting.
2. Report on Membership Activity, Inquiries, and Assistance provided to members at each monthly SCRID Board Meeting. Answer Board inquiries concerning such data.
3. Required to attend 75% of all Monthly Board Meetings within 1 Fiscal Year.

[Professional Development Committee \(PDC\) Position Description](#)

Routine Duties:

1. Create an annual plan for hosting professional development activities
2. Create an annual budget with revenue and expense projections
3. Organize professional development opportunity (workshop) for each face-to-face meeting (3) and annual membership meeting (1)
4. Organize other professional development activities at committee discretion

Monthly Board Meeting Duties

1. Prepare Monthly PDC Committee Reports for SCRID Board Meetings. Upload PDC Committee Report to SCRID.org Blog (i.e. WordPress) at least one week prior to Monthly Board Meeting.
2. Report on PDC Activity, Budget Inquiries, and Assistance provided to members at each monthly SCRID Board Meeting. Answer Board inquiries concerning such activities.
3. Track PDC actual event revenue and expenses with annual budget projections
4. Required to attend 75% of all Monthly Board Meetings within 1 Fiscal Year.

Professional Development Event Task List

Note that the WA event should be created BEFORE the flyer

Task List & Deadlines

45-90 + days	Set date
45-90 + days	Recruit speaker
45-90 + days	Determine time frame
45-90 + days	Set registration rates
	Rates for members and non-members (ALWAYS provide discount for members!)
	Rates for students?
	Discounted rates for workshops with F2F meetings if they attend the meeting
45-90 + days	Arrange for CEUs
45-90 + days	Create event on Wild Apricot
45-90 + days	Create flyer
45 - 60 days	Promote event:
	Send via WA email to members (Monthly, until 9 weeks to the event, inclusive, at week 7, 5, 3; then weekly and again at 3 days prior to the event)
	Set event page on FB (request to president), reminders (every 2 weeks, 1 week prior, 3 days prior) (See Public Relations Committee)
	Other promotional resources (please provide list here)

Naming files – include:
☐ SCRID name
☐ Date
☐ Event name/type
Example: SCRID ECC Workshop Dec 6 2014.pdf

To send email via Wild Apricot	
1	Upload flyer to system
2	In WA click on contacts, advanced search.
3	Set filters to membership: active, then click the search button.
4	When the results are displayed, go to top of page and click on "email contacts" - green button.
5	At the email page, scroll down to the PDC template, click to choose, then hit "next."
6	To attach a file, highlight the text for the link, click on the paperclip icon. Once the dialogue box appears, browse to find file, upload, then choose file to attach
7	To insert the registration page link, type "Click here for registration," highlight the text, then click on the chain icon. Copy and paste the registration page URL/address, click "ok."
8	The next page will be the email form. Fill. In all the applicable parts and hit "review and send."
9	After confirming the message is ready to send, click on the "Send to # recipients" - green button
10	Click "ok" when prompted
11	Verify that the email message was sent by checking your email inbox

Event Promotion Policy

Adopted September 2016

	Calendar of Events	Post to FB	Post to Twitter (Send to Sec)	Post to Website Front Page	Email to Membership	Post on Organization Member page
SCRID-Hosted Events	X	(create FB event)	X	X	X	
SCRID CMP-Sponsored Events		(see if)				
SCRID National or Regional Events	X	X	X	X	X	
SCRID MAL-Sponsored Events	X	X	X			
SCRID Member events		(see if)				
SCRID Organization Member Events		(see if)				X
Non-SCRID Interpreter Training or Workshops		(see if)				

Members of the SCRID Facebook page may share events on the SCRID Facebook page, include the following information:

- Date/time
- Venue address
- Presenter and Title
- Registration rate
- You may add a jpeg or pdf of the flyer.

Only SCRID Facebook administrators may create events in SCRID's Facebook page.

Event Registration Policy

Adopted January 14, 2016

Payments

Event registration payment is due immediately. Once you fill out the registration information on this site, you will be directed to PayPal to make your payment online. If you prefer to pay by check you may send it to the address listed below.

Mailed in payments should be postmarked prior to registration end date. Failure to do so may result in cancelled registration (see Registration below.)

Address to mail payment:
(name of event) Registration
SCRID
2648 E. Workman Ave #3001-290
West Covina, CA 91791

Cancellation Policy

In the event that SCRID cancels an event, refunds or transfers to future SCRID events are possible. Pre-registrants will be notified immediately upon cancellation.

Refunds for individual registration cancellations may be requested if SCRID receives notification of said cancellation 3 days prior to the event by sending an email to pdcc@scrid.org. Registrations are non-refundable for late cancellation after this date without verification of serious circumstances to be determined by the SCRID board on a case-by-case basis. Email treasurer@scrid.org to request refunds stating the event name, event date and justification for late cancellation. All requests for refunds for late cancellations must be approved by the SCRID board.

Registration

Registrations options: Online pre-registration, mail-in pre-registration, and at-the-door registration. The following policy applies to pre-registration. Pre-registration is pending until full payment is made. In order to be eligible for Early Bird pricing, payment must be made or postmarked by the last day of Early Bird pricing availability. Once the pricing tier date has passed your registration may be cancelled and you will need to re-register and pay the new applicable price.

Transferring registration

If you are unable to attend the event you may transfer your registration to another attendee by notifying us by email no less than 12 hours prior to the event. Emails should be sent to pdcc@scrid.org.

Workshop Attendance

CEUs will be awarded to participants arriving by the event start time and leaving no earlier than the scheduled end time. Partial CEUs are not awarded for SCRID-sponsored events.

Public Relations Committee Chair Position Description

Reports To: SCRID PRESIDENT
Status: Volunteer

POSITION PURPOSE

To promote SCRID events using SCRID membership email, promotion contact list and social media, maintain organizational brochures. Public Relations Committee promotes SCRID-hosted events only.

Must be a current SCRID member in good standing.

PRINCIPAL RESPONSIBILITIES

- Create event promotions using SCRID, promotion contact list and social media accounts (Facebook, Instagram, Twitter, etc.)
- Create a Facebook event for all SCRID-hosted events
- Shall maintain the SCRID informational brochures, to be reviewed annually
- Collaborate with the Professional Development Committee and Website Committee chairpersons regarding the promotion of SCRID events.
- Check SCRID email a minimum of one time per week
- Submit a monthly report, to include updates on the number and frequency of SCRID event promotions and connections in social media accounts

- Submit an annual report for the annual membership meeting
- Attend 75% of all board meetings
- Oversee the fiscal year budget for the Public Relations Committee

TRAINING, EXPERIENCE, ABILITIES

- Experience (or motivation to learn) social media accounts and the SCRID member email system;
- 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;

ESSENTIAL JOB FUNCTIONS

- Ability to effectively communicate multiple projects and tasks.
- Use social media and SCRID email systems

Event Promotion Schedule

Promotions for SCRID events should follow the following approximate schedule, and implemented as soon as event details are provided to the Public Relations Committee:

Prior to the event date:

- Monthly, until 12 weeks to the event, inclusive
- 9 weeks
- 7 weeks
- 5 weeks
- 3 weeks
- 2 weeks
- 1 week
- 3 days
- 1 day

Event Promotion Request Protocol

To request promotion for a SCRID-hosted event, submit the flyer and details to pr@scrid.org as early as possible to ensure proper distribution and frequency of the event to SCRID members, stakeholders and friends.

See SCRID Event Promotion Policy for non-SCRID events.

Once received, the event details will be distributed as described above.

The event flyer must include the following information:

- Name of event
- Date and time of event
- Location of event
- Cost of registration
- Registration site link (Wild Apricot or other)
- Description of event
- Name of presenter, if applicable
- Cancellation policy
- Accommodations disclaimer

Newsletter Committee Chair Position Description

Reports To: SCRID PRESIDENT
Status: Volunteer

POSITION PURPOSE

To promote SCRID events using SCRID membership email, distributes SCRID event and activity news to SCRID members and supporters

Must be a current SCRID member in good standing.

PRINCIPAL RESPONSIBILITIES

- Create a quarterly electronic newsletter using SCRID membership database and email system
- Collaborate with SCRID leadership to collect reports and event information for publication in the newsletter
- Check SCRID email a minimum of one time per week
- Submit a monthly report, to include updates on the number and frequency of SCRID event promotions and connections in social media accounts
- Submit an annual report for the annual membership meeting
- Attend 75% of all board meetings
- Oversee the fiscal year budget for the Newsletter Committee
- Average time commitment: 5 hours/month

TRAINING, EXPERIENCE, ABILITIES

- Experience (or motivation to learn) the SCRID web-based member email system;
- Desktop publishing
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to member needs;
- Public speaking skills;

REQUIRED QUALIFICATIONS:

- SCRID voting member in good standing
- Ability to use web-based email and other online resources, internet access
- Good written, verbal & ASL/PSE communication skills
- Sensitive to member needs
- Public speaking skills

ABILIBLTY TO:

- Interface in a mutually cooperative way with SCRID members, Board and volunteers
- Work as part of a team with others

[Elections Ad Hoc Committee Chair Position Description](#)

Reports To: SCRID PRESIDENT

Status: Volunteer

POSITION PURPOSE

To supervise the elections protocol (see PPM "SCRID Elections Protocol" section). This is a temporary position and will be dismissed at the successful completion of the elections which take place in the spring of odd-numbered years.

Must be a current SCRID member in good standing.

PRINCIPAL RESPONSIBILITIES

See "SCRID Elections Protocol" section of the PPM

TRAINING, EXPERIENCE, ABILITIES

- Experience (or motivation to learn) the SCRID web-based member email system;
- Online Survey Forms (Google Forms, Survey Monkey, etc.)
- Desktop publishing;
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to member needs;
- Public speaking skills;

REQUIRED QUALIFICATIONS:

- SCRID voting member in good standing
- Ability to use web-based email and other online resources, internet access
- Good written, verbal & ASL/PSE communication skills
- Sensitive to member needs
- Public speaking skills

ABILIBLTY TO:

- Interface in a mutually cooperative way with SCRID members, Board and volunteers
- Work as part of a team with others