THE WORK OF NAJIT COMMITTEES, PROJECTS AND COMMISSIONS

COMMITTEES

ADVOCACY COMMITTEE

1.) Monitor and analyze public policies, government initiatives and press coverage of matters pertaining to the profession of judiciary interpretation and translation.
2.) Recommend responses to the above matters to the board of directors for possible action.
3.) Engage in outreach to help make governmental bodies, professional users of judiciary interpreting and translation services, and the general public more aware of the realities of our profession.
4.) Work closely with government entities and advocacy groups regarding Title VI LEP policies and request for comments.
5.) Review and monitor legislation as well as cases and case law pertaining to interpreters and translators**.**

ANNUAL CONFERENCE COMMITTEE

1.) Organize the Annual Conference in coordination with the Executive Director, taking particular responsibility for the following tasks:
a) Speaker recruitment and selection
b) Exhibitor, advertiser and sponsor recruitment
c) Entertainment
d) Coordination with local T&I groups
e) Outreach to colleagues and members of the legal community
f) Coordination of volunteer assistance to assist staff at conference.
2.) Prepare budget and P&L projections of the conference in consultation with the Treasurer or other designated person. Seek board approval for over-all budget and before adding any additional expense items to conference plan.
3.) Enlist the aid of and work closely with members of other relevant committees to reach the goals of the conference.

BYLAWS AND GOVERNANCE COMMITTEE

1.) Consider such bylaws changes as may be appropriate and recommend them to the board of directors and the membership.
2.) Propose policies and procedures for strengthening NAJIT governance.
3.) Serve as consultants to the Elections Committee to ensure the best possible practices for elections.
4.) Advise the board of directors when requested on governance issues.

COMMUNITY LIAISON COMMITTEE

1,) To review entities that wish to partner with NAJIT and provide the NAJIT board with recommendations.
2.) Articulate NAJIT's partnership objectives.
3.) Make recommendations for future partnership opportunities for NAJIT to pursue.
4.) Act as the liaison between NAJIT and already established or new partners.
5.) Work with partner organizations in providing them with input (policy or otherwise).
6.) Review MOU's between NAJIT and the partner organization.

ELECTIONS COMMITTEE

1.) Ensure that the election process is carried out in a timely and correct fashion in consultation with the Executive Director.
2.) Review all ballots received in advance of the Annual Meeting for validity against the master list of eligible voters.
3.) Conduct the election at the Annual Meeting.
4.) After the meeting, tally the ballots and prepare a report for the membership before midnight of the same day. Only members of the committee are to be present during this process.
5.) Inform candidates of the outcome of the election by posting the report in a public location before midnight of the day of the election.
6.) Deliver the ballots and report to the Executive Director for safekeeping in accord with the requirements of the bylaws.

MEMBERSHIP COMMITTEE

1.) Plan activities to increase awareness of NAJIT among members of the judiciary interpreting and translating community.
2.) Coordinate plans with the Executive Director to make sure that NAJIT membership materials are available at translation and interpreting events in various locations in the U.S.
3.) Arrange for staffing of our table by volunteers at major conferences.
4.) Provide materials and programs whereby NAJIT members may reach out to other colleagues, language provider agencies, universities with foreign language programs, and members of the legal community, who may not be familiar with all that NAJIT offers.
5.) Collect testimonials about the benefits of NAJIT membership
6.) Network individually, as time permits, with individuals who are potential new members.
7.) Create and periodically update, with the help of the Executive Director and the Administration, "welcome packages" to be sent to all new members. Ensure that such packages are being received by making random follow-up calls to some of the new members.
8.) Create and evaluate exit questionnaires for non-renewing members.
9.) Conduct surveys of the membership at the request of the Board.

NOMINATIONS COMMITTEE

1.) Prepare and publish communications to the membership informing them about the elections process.
2.) Connect with individual members who show potential for future board service, and encourage them to consider it.
3.) Review all nominations received during the nominations process, solicit excellent candidates, and prepare a slate of candidates for presentation to the membership; whenever possible, there should be two candidates for each open position.
4.) Keep the NAJIT Board informed of the results of the nomination process with sufficient advance notice so that steps can be taken to increase the slate if too few candidates are in evidence.
5.) Collect statements by candidates in a timely fashion to allow them to be mailed to the membership in due time for the election. Coordinate with the Executive Director to ensure that notices are sent within the time prescribed by the Bylaws.

PROTEUS COMMITTEE
1.) Prepare and publish NAJIT's quarterly newsletter, working closely with the Executive Director.
2.) Solicit advertising for the newsletter.
3.) Maintain a list of key individuals in the interpreting and translating professions, the judiciary, the legal profession, and allied professions who are entitled to receive a complimentary subscription to the newsletter.
4.) Prepare several individual articles from each issue for publication on the website.
5.) Keep an index of the newsletter.

WEBSITE COMMITTEE
1.) Work closely with the Executive Director, the administrative management company and the webmaster to maintain a high quality website for the association.
2.) Review new software and other means whereby the website may be improved.
3.) Review website content periodically to keep information and links provided timely.
4.) Address technical issues as needed, including those pertaining to NAJIT listserves
5.) Undertake other website-related projects per the Board of Directors direction and authorization..

Approved by the NAJIT Board of Directors September 6, 2005

NAJIT PROJECTS

TRANSCRIPTION AND TRANSLATION PROJECT

Currently under revision

TT Ensemble Task Force (part of TT Project)

Currently under revision

NAJIT COMMISSIONS

CERTIFICATION COMMISSION

1.) To oversee and direct the association's certificate program.
2.) To serve as liaison with Measurement Incorporated (MI), the organization that administers the association's certification examination.
3.) To establish standards, policies, procedures and programmatic details of the certificate program as required.
4.) To maintain a list of certificants according to information received from MI , to provide a certificate to each certificant upon the occasion of his/her certification, and to publish the certificant list as appropriate in association print and web periodicals
5.) To establish a program of continuing education requirements for certificants.
6.) To ensure that the association's program complies with all necessary requirements as established by the Federal government and any other applicable authorities.
7.) To monitor the finances of the association's certificate program and to suggest sound fiscal policies for it, said policies to be referred to the board of directors for final approval.
8.) To strive to insure that the association's program follows generally recognized best practices for professional certification.
9.) To maintain and update the "Frequently Asked Questions" on the NAJIT website pertaining to the NAJIT certification program and certification in general.
10.) To report to the membership annually, and to the board of directors as requested, regarding the association's certification program.
11.) To serve as liaison with other entities regarding other certification matters that may arise.

SSTI COMMITTEES

EDUCATION COMMITTEE

1.) Design and implement an annual plan for regional training events, subject to approval by the NAJIT Board of Directors and after consultation with SSTI to ensure coordination. Events should be reasonably frequent, small-scale, cost-effective and well-distributed in terms of both location and dates.
2.) Organize and maintain a roster of available presenters and trainers; keep list up to date on the website; serve as trainer and presenter referral source to individuals and organizations requesting training activities or presentations regarding the profession of court interpreting and translating.
3.) Research, review and suggest grant writing and fund seeking opportunities together with SSTI and approved by the NAJIT BOD.

4.) The Chair of the Education Committee or his/her designate may serve on the Annual Conference Committee upon request of the Chair of that Committee.
5.) Coordinate outreach to students through the Student Outreach Program.

PUBLICATIONS COMMITTEE
1.) Review all publications, other than *Proteus,* to be published by NAJIT before publication to ensure quality and consistency.
2.) Update and maintain the portions of the NAJIT website containing articles, FAQs, position statements, monographs and other written materials pertaining to the profession.
3.) Prepare position papers as requested by the Board of Directors, in conjunction with the Advocacy Committee.
4.) Undertake specific projects as requested by the Board of Directors.
5.) Upon request of the NAJIT Board, submit position papers or other publications for review by consultants, agencies or government bodies in order to ensure compliance with regulations and broad approval and exposure in such entities.
6.) Submit all materials to be published to the NAJIT Board for review and approval before publication.
7.) Perform legal research, obtain writers' signed consent forms or other authorization, and consult with NAJIT legal counsel and/or specialists in intellectual property law to ensure that publication contracts, copyrights and other legal considerations are in order before the publication of any materials.
8.) Maintain and keep current a list of all NAJIT publications on the NAJIT website and in Proteus. Promote the sale of publications and furnish publications to Conference and Education Committees, with aid from NAJIT's administrative service, for sale at conferences and training events.

SSTI PROJECTS

MENTORING

Currently under revision

STUDENT OUTREACH COMMITTEE
1.) Provide academic and financial support to students to help them become professional judiciary interpreters.
2.)To research institutions that can provide quality academic services to said students.
3.) To secure funds through fundraising in order to provide scholarships to said students.
4.) Members of the committee will divide the workload as follows:
   A) The committee shall have 6 members and one Chairperson.
   B) Three of those members shall develop the academic objectives.
   C) Three of those members shall work on fund raising efforts.
5.) Objectives:

a) One academic objective shall be to select 6 student candidates from across the country representing 6 different languages (i.e. Spanish, French, Russian, Chinese, Japanese, Arabic) as scholarship recipients.
b) Another academic objective shall be to secure matching funds from the institution that will provide services to the chosen students.
c) The financial objectives shall include raising $100,000 as a start to provide financial help to the selected students.
    1. The members responsible for fundraising efforts shall secure funds from Government grants and from private organizations.