**CALL FOR NOMINATIONS**

and

**ATIA COMMITTEES**

**FOR THE 2022 ANNUAL GENERAL MEETING OF ATIA**

October 15, 2022

Candidates may file their own nomination, with the signature of one supporter.

The President, Vice-President, Treasurer, and Secretary positions are open to Certified Members only. Member-at-large positions are open to Associate members as well. Associate members may also participate in ATIA by supporting a candidate who runs for office or by joining committees. A description of the terms and responsibilities of each Council position is provided in the By-laws and summarized here below for open positions. For more specific information, contact one of the current position-holders or Allison Downer, the Administrative Assistant.

Elections will be held at the Annual General Meeting ONLINE through Zoom on October 15, 2022.

Further below are details on all ATIA committees. Please consider joining a committee. You may use this form to sign-up.

**Position Descriptions:**

**President:**   
The President shall be ex officio a member of all committees. They shall represent the Association whenever it is deemed necessary, either on their own initiative or as instructed by a majority of members at a general meeting, and shall be responsible to the membership for the administration of the affairs of the Association. They shall normally preside at all meetings of the Association and of the Council. In their absence, one of the Vice-Presidents, as assigned by the President, shall preside at the meeting. In the absence of the President and the Vice-Presidents, the voting members in good standing present at the meeting may elect a chairman. The President or, in their absence, their delegated representative shall represent the Association at meetings of the CTTIC. Of the two Vice-Presidents, one shall represent southern Alberta and one northern Alberta, whenever possible.

**Secretary:**

It shall be the duty of the Secretary to prepare the agenda for meetings in consultation with the

President, distribute the agenda, attend all meetings of the Association and of the Council, and keep

accurate minutes of same.

They shall have charge of the seal of the Association, which seal, whenever used, shall normally be

authenticated by the signature of the Secretary and the President. If either is unable to act, the second

signature may be that of another Council member. If the Secretary is unable to act, their duties shall be

discharged by another officer, who shall be appointed by the Council.

They shall be responsible for filing the Annual Return and other documents of the Association pursuant

to the Societies Act of Alberta. Other documents include changes in the By-laws and the Code of Ethics.

They may delegate the filing of the Annual Return to the Treasurer.

The Secretary shall also keep a record of all the members of the Association and their addresses and

send notices of meetings as required. Assigns membership numbers to newly certified members. This

task can be delegated to the Administrative Assistant.

**Treasurer**:

The Treasurer shall receive all monies paid to the Association. The daily transactions related to this may

be delegated to the Administrative Assistant i.e.; deposits, invoicing, the issuing of receipts, etc.).

They shall properly account for the funds of the Association and keep such books as may be directed or

arrange for such books to be kept by a bookkeeper hired for this purpose by the Association.

They shall pay all verifiable invoices and keep records of all transactions to pass along to the

bookkeeper.

They shall collect all materials and expense claims for the preparation of statements.

They shall prepare (or arrange for a bookkeeper hired for this purpose by the Association to prepare) a

full, detailed account of receipts and disbursements for submission to the Annual General Meeting. If

possible, financial statements will be prepared and duly audited, as set forth above, of the financial

position of the Association, for discussion at the Meeting. (If, due to time constraints, audited statements are not available in time for the Meeting, they shall ensure that the statements are audited after the

Meeting and be ready for submission to a vote at the next Annual General Meeting.) They will maintain a copy and submit a copy of same to the Secretary for the records of the Association.

They will prepare a budget for the following year for approval by the members at the Meeting and be

able to answer members’ questions regarding same at the Meeting.

They may delegate requests for and payment of annual dues, exam fees, etc., and collection of

payments and advertisement income to the Administrative Assistant.

They may submit required annual registration documentation and fees to the provincial and federal

governments, as arranged with the Secretary.

They shall participate in Council meetings

They shall liaise with the Council and committees regarding financial matters.

**Vice Presidents**:

Of the two Vice-Presidents, one shall represent northern Alberta and one southern Alberta, whenever

possible.

Preside meeting in the absence of the President

Active participation in committees

Represent the President and the Association as needed

Networking in their areas in the province to promote ATIA

Active role in the implementation of the plans of the Association

Participate in the Association events

I, , the undersigned, would like to submit the following names, as candidates for the ATIA Council position indicated:

**President:** *2 years*

**Vice-President Northern Alberta***: 2 years*

**Vice-President Southern Alberta:** *2 years*

**Secretary:** *1 year*

**Treasurer:** *1 year*

**OR**

I, , the undersigned, would like to submit my name as a candidate for the following ATIA Council position:

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| --- | --- |
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| \_\_\_ | **President:** *2 years* |
| \_\_\_ | **Vice-President Northern Alberta:** *2 years* |
| \_\_\_ | **Vice-President Southern Alberta:** *2 years* |
| \_\_\_ | **Secretary:** *1 year* |
| \_\_\_ | **Treasurer:** *1 year* |

Signature of Candidate Date

Candidacy of the above position is supported by:

Signature of Supporter Date

**Committees:**

**Indigenous Languages Initiative Committee:**

ATIA’s Indigenous Languages Initiative Committee is the first of its kind among the provincial associations.  We are proud to be working closely with translators, interpreters, and language experts from various indigenous communities across the province to begin developing the framework and procedures to enable translators and interpreters in indigenous languages to become members of ATIA.

This Committee will be working closely with various indigenous language professionals in order to design, develop, and pilot the pre-entry level, Associate-level and the Certified-level assessments and exam procedures.  Members of this Committee and members of indigenous language universities and organizations will meet monthly or as predetermined to work on the development of these procedures.  Certified and Associate members are invited to join.

**Bursary and Community Services Committee:**

The ATIA Grant/Bursary initiative aims to provide financial assistance to a certified member of ATIA, in the case of the grant, or to an associate or certified member, in the case of the bursary. Specific amounts for each award have not yet been decided upon, and it is hoped that we will be able to provide these awards on an ongoing, yearly basis.

Examples of uses for the grant might be to help a certified translator fund a research project or a literary translation, whereas the bursary might be used to help cover membership fees or a portion of travel expenses for either a certified or associate member to attend a conference.

Online application forms have been created for these awards, and will be posted on the relaunched ATIA website; successful candidates will be chosen by the members of the Grant/Bursary Committee.

The Community Services Initiative aims to provide translation services from ATIA translators to community organizations at a reduced cost, with translator fees being covered by funds provided through ATIA, in accordance with the fee agreed upon by the translator before beginning the work. Specifics regarding which community organisations will receive these services and the frequency with which they will be offered are currently being determined. Certified and Associate members are invited to join.

**Exam Committee:**

This Committee will work closely with ATIA’s Administrative Assistant, President, and other Board Members to assist ATIA on exam related matters. Its objectives include: a) reviewing and improving exam marking guidelines and criteria, b) helping in exam text selection, c) providing feedback on marking and assessment of ATIA’s Associate Level Exams, and d) offering peer support and collaboration to markers to assist them in giving objective feedback and fair assessment to exam candidates.

As a first step, the Committee is researching up-to-date translation assessment approaches and examination assessment strategies across provincial and North American associations, which will be used to develop a set of rubrics and guidelines for exam marking. The committee is also working on refining and facilitating text selection in order to ensure that quality texts are used in keeping with the exam text guidelines.  Certified Members are invited to join.

**Professional Development Committee:**

The Professional Development Committee’s role is to coordinate and help develop structured, ongoing, and engaging professional development and training opportunities and events for ATIA members and translators and interpreters across the provincial associations as well as for the general public. Certified and Associate members are invited to join.

Webinars, talks, conferences, and training sessions will be organized with specific educational, informational, and skills-based goals in mind.  The committee’s role is threefold: a) Setting professional development goals for the course of the year, b) Reaching out to and coordinating with professional instructors, trainers, and mentors to strategically plan and schedule training sessions with these goals in mind, and c) Collaborating with ATIA’s Development Coordinator and Administrative Assistant to advertise these events in ATIA’s newsletter and on our website.

**Discipline Committee:**

The Discipline Committee is an ad-hoc committee that convenes when a complaint concerning a breach of ATIA’s Code of Ethics is brought against an ATIA member. The members of the discipline committee investigate the complaint, collect evidence, hold a hearing if necessary, and propose an action (sanction or dismissal). Members of the DC are also involved in updating the procedures manual for discipline cases. If you are interested in upholding professional standards, this committee is the right one for you. All members of this committee must be certified.

**TransLit Committee:**

The TransLit Committee’s role is to assist with the TransLit Editorial Board and the Literary Translator’s Association of Canada with the annual literary publications.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to join the Committee/s indicated below:

Committee/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*E-mail the completed form to Allison Downer,* [*admin@atia.ab.ca*](mailto:admin@atia.ab.ca)