

# Interpretation Australia



## Interpretation Australia Executive Portfolio Managers and State Chapter Representatives – an overview 2018-2019

### Interpretation Australia needs you!

**Interpretation Australia is a voluntary organisation that needs your help to thrive and develop. Joining the IA Executive, convening a Portfolio or becoming a state chapter representative means you can play an important part in IA's future.**

We are always looking for more people and new ideas. All positions are up for election at the AGM – you just need to nominate and be a financial member. Please note that you can nominate even if you won't be able to attend the AGM. Nominations must be seconded by two members of IA.

### How IA Functions

IA works at five levels

1. **Executive:** IA (from 2016-2017) is managed by a smaller Executive of 7, with a President, Vice-President, Secretary, Treasurer and 3 General Executive Members. The Executive provides the overall management and direction for IA. They are responsible for the 'running the business side' of the association.
2. **Administration Officer:** The day-to-day work of IA is undertaken by a part-time (about 8 hours per week) paid Administration Officer. This position is not elected at the AGM.
3. **Portfolios:** A range of Portfolios are critical in providing the **benefits** to IA members. The Portfolios are mostly small teams, each with a Convenor/Manager, and are instrumental to IA's delivery and providing member benefits – professional development such as conferences and webinars, networking, Indigenous liaison, sponsorship, resources and awards – is at the core of what we do
4. **IA State Chapter Representatives:** facilitate networking between IA members and others interested in interpretation in our states and territories. They organise local events and workshops, and provide important opportunities for professional development and networking.
5. **Members:** Enjoy the member benefits, and as a voluntary association are very important in helping to provide benefits.

### The benefits and advantages of being involved:

1. You'll become part of a dynamic organisation and help shape its future
2. You'll make a contribution to the interpretation profession at a national level
3. You'll find out all about best practice, employment opportunities and the latest trends in interpretation
4. You'll have opportunities for professional development
5. You'll join a great team, and get to know people from across the country.

### Why not nominate for a position?

Forms are available on the website at: <http://www.interpretationaustralia.asn.au/join-executive/>

## IA EXECUTIVE POSITIONS — Responsibilities (+constitutional requirements)

The IA executive is elected by the membership to manage the business of IA.

Executive Position		Responsibilities	Time
1	President	<i>Strategic direction</i>  Lead the development of the short term and long term strategy for the organisation, coordinate the timetable and outcomes for the agreed strategic direction and hold executive and committee to account, represent the organisation particularly with regard to partner or related organisations and government bodies, be the speaker at events, etc.	Attend monthly teleconferences, approx. 2 hrs/month plus about 30 mins of background reading.  Regular email
2	Vice President	<i>Strategic and portfolio support</i>  Strengthening the association through coordination, leadership and consultation. Assisting in the daily running of the association – particularly when president is absent. Supporting portfolio to deliver agreed outcomes.	And discussion, minimum 2hr/week with peaks and troughs.
3	Secretary	<i>Constitutional governance</i>  Ensures the operations of the organisation aligns with the constitutional framework and ensure the operations continue to align with requirements of governing bodies such as consumer affairs. Records Executive Minutes and compiles Annual Report	
4	Treasurer	<i>Financial and legal governance</i>  Established and coordinates the organisation budget, including financial transactions and reports as audits as required. The Treasurer will also ensure the organisation operations meets all legal requirements.	
<p>Our General Executive members liaise with Portfolio Managers, and so hold a principle liaison role, connecting the outcomes and achievements of committees with one another and with the core executive office bearers.</p> <p>Each feeds into the functioning of the administration of the Exec, takes on liaison role of 2-3 Managers, ensuring Executive is up to date and overcoming problems. They also take on occasional miscellaneous tasks that arise by the Executive</p> <p><i>*A General Exec member may choose to also be a Portfolio manager or Portfolio team participant.</i></p>			
5	General Exec member *	<b>Resource Manager (See Below)</b> <b>Liases with Portfolio Managers —</b> Indigenous Portfolio Manager, IGA Warta Group Small tasks as required	Contribute to monthly / bimonthly meetings.
6	General Exec member *	<b>Liases with Portfolio Managers —</b> Networking Manager and Membership Manager, Webinar Manager, Web Manager, small tasks as required.	2hrs/month Additional Time commitment is about 1-1.5 hours per week
7	General Exec member *	<b>Liases with Portfolio Managers —</b> Awards Manager, Conference Manager and Sponsorship Manager Small tasks as required	
	Administration Officer Ben Clarke	<i>Executive support</i> — Coordinates all core administrative functions and timelines including membership database, ENews and supports key training and development activities when needed.	Part-time, approx. 8 hours/week

**PORTFOLIO MANAGERS INCREASING MEMBERSHIP BENEFITS**

As a team, we will all assist in finding members willing to contribute to these management portfolios and their teams.

<b>Portfolio Manager</b>		<b>Portfolio Manager Responsibilities</b>
<p><i>*A General Exec member may choose to be a Portfolio manager or team participant also.</i></p>		<p><i>Sub-committee Managers are <u>not</u> required to attend Executive teleconferences/meetings though are welcome to do so, and will be asked periodically to participate for their agenda item and/or provide a monthly progress report.</i></p>
1	<b>ABORIGINAL &amp; TORRES STRAIT ISLANDER Portfolio Manager</b>	<p>Provides Aboriginal and Torres Strait Islander perspective into all facets of IA – the portfolios and the Executive. Develops strategies to make IA more relevant to various Indigenous communities.</p>
2	<b>RESOURCES Portfolio Manager</b>	<p>Coordinates a team to resource, collate and upload new resources. The new website is being designed to support this new role.</p> <p>Resources are new and existing and the role needs to coordinate a committee that love to surf the net, who are highly interested in new ideas, and are interested in exploring content specifically for IA members.</p> <p>A range of interest and experiences would be advantageous to have on this committee.</p> <p>Resources are loaded and promoted every month (across 10 months). So this is a monthly commitment of about 2-4 hours for each team member.</p>
3	<b>DIGITAL ENGAGEMENT Portfolio Manager</b>	<p>Arranges webinars/podcasts at least 4 times a year and associated resources in conjunction with presenters.</p> <p>Coordinate social media including Facebook and Instagram roster.</p> <p>This is a core member offering. We are trying to set up the webinars/podcasts to be planning one year or more in advance.</p> <p>The Digital Engagement manager will need a committee to share in the role of assisting the preparation of speakers, recording and distributing content, managing member input and identifying relevant resources to extend the webinar effectiveness and ongoing conversation</p>
4	<b>WEB Portfolio Manager</b>	<p>Works closely with IA Admin and all other managers to ensure consistency in upload of specialist areas, liaises with our site managers (currently Futago).</p> <p>This person must be experienced in Word Press. Training others in working the site might also be a part of this role.</p> <p>It is likely this will amount to a monthly commitment of perhaps 2-4 hours.</p>
5	<b>NETWORK Portfolio Manager</b>	<p>Coordinates curation of Instagram, Facebook, promos and States/Chapters (combines role of Social Media Manager and coordinator of Chapters).</p> <p>This is a position that should attract a social media savvy manager who loves to explore new technologies and enjoys keeping connected and encouraging involvement.</p> <p>This is a position that requires weekly input.</p> <ul style="list-style-type: none"> <li>• Curate (organises members to curate) Instagram, including involving State/Chapters in sourcing members to host Instagram for a week each</li> </ul>

		<ul style="list-style-type: none"> <li>• Curates Facebook, including organising State/Chapter reps to post 3- 4 Facebook entries related to their region's interpretive project.</li> <li>• Encourages State/Chapter reps to develop one networking event per year.</li> </ul>
6	<b>MEMBERSHIP Portfolio Manager</b>	Works closely with IA Admin, develops strategy and tasks to encourage membership and streamline membership processes. This is a planning position who will liaise with our administration officer, and our sponsorship manager to development strategies to encourage and build upon IA membership.
7	<b>AWARDS Portfolio Manager</b>	Coordinates the Awards for Excellence and the Georgie Waterman Award. The awards require circulating a call for contributions, pulling a judging team together, circulating all documentation to the judges, collating their findings and liaising with the Awards sponsors. This is a position that is ignited midyear rather than something that requires all year attention.
8	<b>CONFERENCE Convenor</b>	Coordinates the current annual event. This is our major member benefit. These events are planning two years ahead, so this year's conference convenor will need to work with the Melbourne team putting the next conference together. If you are interested in this position it is advisable to contact this year's convenor to ascertain the level of commitment required.
9	<b>SPONSORSHIP Manager</b>	Seeks sponsors and undertakes liaison with potential conference sponsors (in conjunction with Conference convenor). This position is something that the manager will need to make their own. It requires experience and imagination and may need additional attention during the conference planning phase.
10	<b>INTERPRETING CULTURE AND COUNTRY GUIDELINES REVIEW Coordinator</b>	The coordinator will facilitate a working group to act on recommendations to review IA's Guidelines for Interpreting Culture and Country, they will also ensure that the voices of Aboriginal people and Torres Strait Islanders are heard in the process. IA will put out a call for members of this working group. *Could be a dual role with ABORIGINAL & TORRES STRAIT ISLANDER Portfolio

#### What you need to become an Executive member:

- a desire to advance interpretation as a profession
- commitment to ethical and transparent behavior and decision-making
- willingness to embrace new ideas
- a willingness to contribute to regular teleconferences

#### IA State Chapter Representatives

Becoming a State Chapter Representative can be a fun and rewarding experience. The role of each State Chapter Representative is to facilitate networking around their state or territory, between IA members, non members and other groups with an interest in interpretation, and to promote IA to members of the interpretive profession to increase membership.

#### Your annual commitment

- Provide one networking activity per year.
- Encourage your members to contribute to Instagram or Facebook in liaison with the Network Coordinator.

#### Additional non-executive position

#### Guiding Organisations of Australia (GOA) representative(s)

This position helps facilitate communication and networking between IA and GOA.

Anyone interested in assisting IA in any of these roles should contact the Executive Officer [admin@interpretationaustralia.asn.au](mailto:admin@interpretationaustralia.asn.au) or complete a nomination form located at: <http://www.interpretationaustralia.asn.au/join-executive/>