

TERMS OF REFERENCE

These terms of reference for the Judging Panel (Panel), and any amendments thereto, will be approved by the Interpretation Australia Association Incorporated Board (IA Board).

1. AUTHORITY

- 1.1. The Panel is appointed by and is accountable to the Interpretation Australia Association Incorporated Board (IA Board). The IA Board has the sole power to grant authority to the Panel, and the Panel has no authority that does not come from the IA Board. The Panel may, however, carry out such tasks as delegated to it by the IA Board.

2. ROLE

- 2.1. The Panel will be responsible for:
 - Identifying suitable candidates to be awarded awards in the various categories determined and specified by the IA Board.
 - Making written recommendations to the IA Board on the most suitable candidate for each of the Awards.
- 2.2. Assessing applications:
 - In assessing applications for the IA awards, the Panel will recommend nominees based on merit and against the documented criteria.

3. MEMBERSHIP

- 3.1. The Panel will be comprised of:
 - Five to eight independent persons appointed by the IA Board, who between them have expertise and experience in the field of interpretation or an associated field;
 - members of both genders, and/or gender diverse persons; and
- 3.2. The IA Board will appoint members of the Panel annually.
- 3.3. The process for appointment of the members will be as follows:
 - a) The positions will be publicly advertised and will be appointed through an open recruitment process.
 - b) The IA Board will be responsible for assessing the expressions of interest and appointing the members, based on suitability.
- 3.4. A member's appointment to the Panel is subject to the member agreeing to the obligations, expectations and commitments set out in these terms of reference.
- 3.5. Any vacancies on the Panel will be filled in accordance with the appointment process set out above
- 3.6. No substitutes are allowed for members of the Panel. Members are appointed in their personal capacity and are not representatives of any member or stakeholder.

TERM OF APPOINTMENT

- 3.7. Membership of the Panel will begin on the date of appointment and will end at the completion of the awards ceremony in any given year.
- 3.8. The membership of the independent members on the Panel may be terminated by the IA Board at any time, at the absolute discretion of the IA Board.

ORGANISATION

- 3.9. The Panel will receive its direction from the IA Board.
- 3.10. The Panel will meet as required to fulfil its role. Telephone, teleconference and similar may be used.
- 3.11. The IA Board and staff are not entitled to attend meetings of the Panel.
- 3.12. Recommendations of the Panel will be by individual vote through the completion of an Excel spreadsheet supplied.
- 3.13. All meetings and work of the Panel are confidential. No documents, information, discussion or decisions made at a Panel meeting or otherwise exchanged or agreed upon in connection with the work of the Panel may be disclosed (other than, through the nominated Awards Co-ordinator to the IA Board).
- 3.14. The Panel and its members may not make any public statements (including on social media) about the Panel or any aspect of its work unless approved in advance by the IA Board.
- 3.15. The co-ordinator of the Panel will report on the work of the Panel at such times as requested by the IA Board. The co-ordinator of the Panel may be invited to attend meetings of the IA Board and will be required to provide a written report to the IA Board regarding the awards process annually.
- 3.16. Award recommendations will be required in a timely fashion.

- 3.17. Recommended award recipients will be sanctioned and approved by the IA Board at a meeting within 7 days of receipt of the proposed recipients from the Panel. Where no decision can be reached concerning final winners or highly commended categories, the IA Board can make such determinations as required to facilitate the completion of the awards process.

FINANCES

- 3.18. The positions on the Panel are voluntary and there are no funds available for remuneration, or reimbursement of expenses.

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