



National Association of Judiciary Interpreters & Translators
2002 Summit Blvd ▪ Suite 300 ▪ Atlanta, GA 30319
Tel: 404-566-4705 ▪ Fax: 404-566-2301 ▪ www.najit.org

INFORMATION FOR CANDIDATES – 2017

- 1) NAJIT Directors serve for two-year terms and are eligible for reelection. No Director shall serve more than three (3) terms or six (6) years. The duties of Directors are outlined in Article Four of the NAJIT Bylaws. (Excerpt on page two of this document)
- 2) NAJIT Directors and Officers receive no compensation for their service; however, travel and lodging for Board meetings conducted in person are reimbursed.
- 3) Currently, the Board meets ten to twelve times a year. The Board meets in person during the annual conference and telephonically during the rest of the year, with dates to be determined by the newly established board during the first meeting after the Annual Conference. Telephonic meetings are scheduled for two hours.
- 4) For the Annual Conference this year, you must plan to stay in the greater Washington, D.C area until Monday afternoon, May 22nd. If you are elected, you are expected to participate in the Board Meeting on Sunday afternoon, and the annual strategic planning meeting on Monday. All candidates will have their Sunday evening (May 21st) hotel expenses paid by NAJIT. Please note, however, that you must pay for your own travel and other lodging expenses related to the conference, unless you are currently a member of the board, in which case your expenses will be paid by NAJIT. If you are unable to attend in person, you must be available on the days listed above to meet remotely.
- 5) As a candidate, you will need to supply a statement (max. 400 words) and a photo to the Nominations committee by March 6th, 2017. Email these to nominations2017@najit.org. The statement will be published on the NAJIT website, and included in the electronic ballot sent to members and posted on the NAJIT webpage.

If you have any questions, please contact us. Good luck and thank you for being willing to serve on the NAJIT Board.

The Nominations Committee



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DUTIES OF A BOARD MEMBER

Attend board meeting once a month, by conference call. Usually takes 1-2 hr. depending on agenda.

During the year, you are on call for two months, to answer any questions that HQ can't handle, usually related to court procedure, inquiry from the press, a member matter, etc. (You can always call other board members if you are not sure how to proceed) Very few if any calls.

There are emails during the week regarding projects, requests that come up, breaking news, etc. Once a month you will receive information about the status of membership, and finances of the association which you will review and approve along with the other directors.

Once a year, you will discuss matters pertaining to the conference with the Executive Director.

You may be called upon to prepare the initial draft to present to the board of a letter that needs to go out.

You may participate in a standing committee.

You are required to attend the annual conference, expenses paid by NAJIT. This includes a special strategic planning session held every year on the Monday after the conference is over.