



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](http://www.najit.org)

## INFORMATION FOR CANDIDATES – 2019

- 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 Nashville, TN until Monday afternoon, May 20<sup>th</sup>. 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 elected to the Board will have their Sunday evening (May 19<sup>th</sup>) 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), your Curriculum Vitae (CV), and a photo to the Nominations committee by December 31<sup>st</sup>, 2018. Email these to [nominations2019@najit.org](mailto:nominations2019@najit.org). If you are selected, 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*



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](http://www.najit.org)

## **DUTIES OF A BOARD MEMBER**

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

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

There are emails during the week regarding projects, requests that come up, breaking news, etc. It is important to use the designated distribution lists as part of NAJIT's record keeping policy. 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 will attend the annual conference, expenses paid by NAJIT.