

NAJIT BOARD GUIDELINES

SITTING BOARD MEMBERS

GENERAL

The Board of Directors shall manage and conduct all of the Association's business in accordance with NAJIT Policies and Bylaws. As its governing body, it shall have the primary duty of furthering the professional development and recognition of all interpreters and translators, and

- To formulate, promote, and advance professional and ethical standards of practice;
- To promote and provide opportunities for professional development;
- To promote and provide interaction among peers as well as professional relationships and cooperation with other associations, entities, institutions and groups with a direct interest in the interpreting and translation professions;
- To further the professional interests of judiciary interpreters and translators;
- To encourage, assist and mentor future interpreters and translators.

AS A MEMBER OF THE NAJIT BOARD OF DIRECTORS:

I will support the activities and policies of the National Association of Judiciary Interpreters & Translators (NAJIT), and will promote its objectives, as outlined in the organization's bylaws and charter.

I will comply with the NAJIT Code of Ethics and Professional Responsibilities and all NAJIT Policies adopted by the Board. I will encourage other NAJIT members to follow all applicable policies and promote them in professional areas of practice.

I will represent NAJIT positively to business, industry, and fellow professionals, and encourage colleagues to join the Association.

I will make every effort to attend and assist during events organized by NAJIT such as the Annual Conference. I will abide by all financial policies as they apply to attendance of conferences, meetings, workshops or other events approved by the Board with advance notice. In accordance with NAJIT policies, NAJIT will cover or reimburse the hotel stay and reasonable transportation costs in order to facilitate my attendance at the Annual Meeting, with the understanding that I will be available to assist in every way possible and attend the events scheduled on my behalf

BOARD MEETINGS

The Board of Directors shall meet at least once per quarter, as specified in the bylaws, generally via video conferencing or in person when possible. All Board members must make every effort to be present at the Annual Meeting of the Association, whether it is held in conjunction with the annual conference or scheduled separately.

Quorum shall be a simple majority of the Board of Directors. When consensus cannot be reached, a majority vote of the Board shall be binding.

I will make every effort to attend each regular Board meeting. I will participate in Board retreats, in-service workshops, or other Board development activities.

I will prepare for Board meetings by reading the agenda and all related materials beforehand. I will participate actively in all discussions, contributing my knowledge, skills, and experience when appropriate.

I will listen respectfully to other points of view, observe proper decorum, and address all remarks through the Chair during formal Board meetings.

I will become familiar with the parliamentary procedures used to govern the Board meetings.

RESPONSIBILITIES TO THE ASSOCIATION

As part of my duties as a director, I may be requested to serve as Board Liaison with another organization or entity, and may chair or serve on a committee. The time commitment required of the Association's directors varies considerably depending on whether the director is also an officer and/or chair or member of a committee. A director should expect to spend at least 10-20 hours a month on Association business to include, among other things, emails, research on various issues, and committee activities.

I will respect the differentiation between policy making, which is the responsibility of the Board, and policy implementation, which is the responsibility of the Executive Director, or a designee when one has been designated by the Board. I will support the Executive Director and all management staff as they implement the policies established by the Board.

COMMUNICATIONS

As a NAJIT Board member, I acknowledge that I will be held to a higher standard and I will subordinate my own views and interests to the greater good of the Association and its members. I will refrain from making statements or taking actions that might undermine decisions made by the majority of the Board. I will take no action that may interfere with the objectives of the Association or otherwise bring the Association or the Board into disrepute.

I acknowledge that any Director who speaks on behalf of the Association may do so only with the approval of the Board.

If I ever offer a personal opinion on an issue related to the professions, I will always make the distinction between my personal views and those of the Board

I understand that NAJIT members are entitled to attend open Board Meetings and the Board shall ensure access to governance documents by including them in the member portal of NAJIT's website.



National Association of Judiciary Interpreters & Translators

FIDUCIARY RESPONSIBILITIES

I understand that as a volunteer Director, I receive no compensation for carrying out my duties to the Association. I will claim reimbursement for moderate and reasonable expenses as pre-approved by the Board and in accordance with NAJIT policies while conducting the Association’s business.

I will expressly ensure that Association funds are spent prudently, in accordance with established policies and procedures, so that members may have confidence in the Board’s management of the Association’s business and finances.

Signature

Date

Name

Board Position/Title

Approved by the NAJIT Board of Directors November 7, 2020

Amended and approved by the NAJIT Board of Directors June 4, 2021