

## AREA 42 TRANSLATION COMMITTEE GUIDELINES - proposed

(first reading Spring 2024)

**Reason for this proposal:** The original Translation Committee guidelines were approved in spring, 2020, and need to be revised. This update more accurately reflects how the committee operates.

Black font = previously approved guidelines (Addendum 3, Area 42 Guidelines, 9/2022)

Red font = changes proposed by the Translation Committee

### I. Purpose

The Area 42 Translation Committee will be responsible for keeping open communications, written and oral, between the Spanish Linguistic Districts and Area 42.

- A. The Translation Committee will coordinate and facilitate translation (written) and interpretation (oral) services. It will provide consecutive and simultaneous Spanish/English interpretation at Area Assemblies and pre-conference roundtables;
- B. Depending on the availability of volunteer translators and/or interpreters and equipment, the Area 42 Translation Committee will:
  - 1. Provide, upon request, consecutive and simultaneous Spanish/English interpretation at:
    - a. Area Committee meetings;
    - b. Area Standing Committee meetings;
    - c. NAGSC and SAGSC meetings.
  - 2. Provide written translation of Area 42 Assembly minutes, conference agenda item summaries, the newsletter, updates to the website and such other documents, reports, minutes or emails as may be requested by the Delegate, Area 42 Secretary or NAGSC or SAGSC Secretaries in consultation with the Translation Committee;
  - 3. Provide written translation of Area 42 officers', SAGSC and NAGSC DCMs', committee chairs' and liaisons' reports;

### II. ~~Membership~~ Members and Meetings

~~The Translation Committee is to be a Committee which will consist of:~~

- ~~1. Chairperson~~
- ~~2. Alternate Chairperson~~
- ~~3. Committee members~~

- A. Composition and Terms of Service - The Translation Committee will consist of a minimum of four members: three officers and at least one other member. The

Chairperson and Alternate Chair must be bilingual English/Spanish and capable of interpreting and translating.

1. The Chairperson will be appointed by the Area Chair.<sup>1</sup>
  2. The Alternate Chair and Secretary will be elected from within the committee.
  - ~~3. Translation Committee officers serve a four-year rotation. Rotation is strongly encouraged.~~
  4. All Translation Committee members have one vote. In the case of an even number of committee members voting, the Chairperson does not vote.
  5. All are welcome to serve on the Translation Committee.
- B. Meetings – The Translation Committee meets monthly. Meetings of the Translation Committee are open to all.

### **III. OFFICERS**

#### **A. Chairperson**

1. Facilitates carrying out the purpose of the Translation Committee;
2. Attends and conducts the meetings of the Translation Committee;
3. Interprets at Area Assemblies and pre-conference roundtables;
4. Prepares and submits quarterly reports to NAGSC/SAGSC meetings;
5. Secures translation and interpretation resources for Area Assemblies and Area Committee Meetings;
6. Oversees the preparation of the annual Translation Committee budget and brings forward requests for budget revisions as needed;
7. Gives Translation Committee reports and presents motions at Area Assemblies;
8. Relays all requests for written translation to the volunteer translators. Note: the Translation Committee fulfills requests received from the Delegate, the Area Secretary and the NAGSC and SAGSC secretaries only;
9. Facilitates repair of equipment as needed;
10. Serves on the Area Communications Committee.

#### **B. Alternate Chairperson**

1. Attends and participates at Translation Committee meetings;
2. Conducts Translation Committee meetings in the absence of the Chairperson;
3. Interprets at Area Assemblies and pre-conference roundtables;
4. Schedules equipment use requests for Area events (Assemblies, Area Committee Meetings and pre-conference roundtables);
5. Sets up, tests, and oversees equipment operation at all Area Assemblies and, upon request, at Area Committee Meetings;
6. Works with interpreters at Area Assemblies and resolves any immediate needs that may come up during work time (e.g., people talking to them while they are working, where they will be set up, equipment problems etc.);
7. Inventories equipment after each assembly;

#### C. Secretary

1. Attends and participates at Translation Committee meetings;
2. Takes minutes of all Translation Committee meetings. Sends the minutes to the Translation Committee Chair and Translation Committee members prior to the next meeting;
3. Prepares Translation Committee agenda by communicating with Translation Committee Chair and other Translation Committee members prior to the Translation Committee meeting;
4. Gives the Area Archivist all Translation Committee meeting minutes at the end of the rotation;

- D. Depending upon the availability of equipment and interpreters, the Translation Committee Chairperson and Alt. Chairperson (or other bi-lingual person) should be present at all Area Assemblies and pre-conference roundtables to interpret. There must always be at least two interpreters present.

#### **Responsibilities of the Translation Committee**

The translation committee will be responsible for:

- ~~C. Keeping open communications with Area 42 and the Spanish Linguistic Community.~~
- ~~D. The translation of documents.~~
- ~~E. Providing translators during Assemblies.~~

- ~~F. Providing a budget for expenses; materials, translation equipment, printing and other expenses~~
- ~~G. Conducting two or more meetings annually.~~
- ~~H. Presenting a semi-annual report at Area Assemblies.~~

#### **IV. EQUIPMENT POLICIES**

- A. The Northern and Southern Area Chairs will store their own equipment and be responsible for transporting the equipment to area assemblies.**
- B. The cost of any repair or replacement of the equipment as the result of damage at an Area or NAGSC/SAGSC event will be the responsibility of the Area.**

These proposed guidelines will become effective immediately upon adoption.

1 Will require a change to the Area Chairperson's duties in the Delegate Area 42 General Service Assembly Guidelines

#### **Area Translation Committee: proposal to change Delegate Area 42 Guidelines**

FIRST READING  
Spring Assembly, 2024

#### **Area 42 Guidelines – Area Officer Duties (section 1.4)**

Background: This proposed change is to align the Area Chairperson's duties with the revised Translation Committee Guidelines – if they are approved by the body.

- 1.4 Area Officer Duties:
  - A. Duties of the Chairperson:
    - 1) through 9) as-is

**ADD: 10) Appoint the Area 42 Translation Committee Chairperson**

This change will become effective upon adoption of the revised Translation Committee Guidelines.