



SLIANZ COMMITTEE 2020-21 ELECTIONS ROLES AND RESPONSIBILITIES

In the upcoming elections, SLIANZ are looking for members to take the roles of President and General Committee Member (3-5 positions available). Treasurer, Secretary, and one committee member will continue in their roles for the second year of their elected terms.

Note: In the 2019/2020 term, SLIANZ appointed a paid administrator for 5-10 hours per week as a trial. The administrator has taken on many of the administrative activities of other committee portfolios, freeing up the committee for other work. At the 2020 AGM, the SLIANZ committee will propose to make this a permanent arrangement. In the role descriptions that follow, any responsibilities in *italics* have been partially or fully covered by the administrator.

PRESIDENT

The President is the main spokesperson for SLIANZ and provides overall governance. Because of this, they usually hold the Liaison portfolio (see below). The President chairs committee meetings and the AGM, at which they present a report of the committee's activities. The President has traditionally been someone who has previously served on the committee. NOTE: this role is usually elected for a two-year term.

The President has weekly meetings with the administrator to plan work and communications.

SKILLS NEEDED: A diplomatic person with a good overview of the profession, leadership skills, communication skills, time management.

GENERAL COMMITTEE MEMBER

Committee members take part in one or two face-to-face meetings a year where possible - the first one in August / September takes a whole weekend (Fri night - Sun). This weekend will be an induction as well as a planning meeting. The committee also has a monthly zoom / videoconference meeting which lasts for 2 hours. At these meetings, they report on their area(s) of responsibility, discuss and take votes on any agenda items, and help SLIANZ set its strategic direction.. After each meeting there will be a list of actions. In between meetings, you may have discussions / correspondence with subcommittees or a few other committee members who share a responsibility. We try to keep emails to the entire committee to a minimum.

Committee members get 6 PD points for their work and also get accommodation and/or travel to the conference refunded. All Face to Face meeting expenses are covered. Other minor expenses during the year may also be covered - talk to us if you think internet or phone costs may be an issue for you.

General committee positions may be taken for either one year or two year terms.

WHAT'S NEEDED: You will need to be reasonably familiar with computers because most of the committee's communications are carried out via Gmail and Google Drive. We generally expect a response to urgent communication within 3 days, so you would need to check your SLIANZ email at least once or twice a week. Other skills vary depending on your area of responsibility (see further posts).

COMMITTEE RESPONSIBILITY AREA: COMMUNICATIONS

One committee member oversees this area and reports on it, but there could be various people carrying out different tasks under this heading.

SLIANZ has three main communication channels with members and clients: *social media (A Facebook page, two Facebook groups and a Twitter account); the website; and the newsletter*. Other suggestions have been to add a blog, and to use Slack as an alternative to social media.

SKILLS NEEDED: design flair, able to use WordPress for website maintenance, writing and proofreading skills, basic video editing a bonus.

COMMITTEE RESPONSIBILITY AREA: PD

Each year, a theme or focus for PD activities is decided by committee discussion. The committee member overseeing this area then sets up relevant PD activities (at least 3 per year) in the main centres (Auckland, Wellington and Christchurch) and for interpreters in other areas - the 'Outerpreters'. This involves talking to a local interpreter liaison person for each of the groups to arrange a venue and time, organising a speaker / facilitator, *arranging for transport, managing registrations for the event etc*. We hope to expand online access to PD through using Zoom and our website.

Another part of the PD portfolio is to *collect and audit members' PD points submissions*. For 2020, it is suggested that members submit their PD points at the same time as membership renewal, so a busy time for this will be around April / May.

Also under the PD area is managing the Individual Development Fund, which usually has two rounds of applications from members who have achieved their PD points. The committee member assesses the applications (according to criteria that have been set by previous committees) and makes recommendations that are voted on by the whole committee.

SKILLS NEEDED: enthusiasm for organising workshops and happy to communicate with lots of people (there are always questions from individuals); well organised; finger on the pulse with regard to PD priorities; knowing how to use Zoom / livestreaming a bonus.

COMMITTEE RESPONSIBILITY AREA: MENTORING AND TUAKANA TEINA

The Tuakana -Teina programme provides new graduates (Tēina) with a buddy mentoring system, based on the ‘big sibling little sibling’ kaupapa. The programme involves a mixture of 1-to-1 mentoring, peer support and group workshops. The person overseeing the programme (supported by a working group) makes contact with new graduates, works closely with AUT, and *maintains a list of available Tuakana and Teina pairings*.

Responsibilities include : organising a “speed date” event to match Tuākana and Tēina; running and presenting at an information evening; answering any email queries; coordinating mini-workshops (run by Tuākana for the Tēina); providing/creating resources for the programme; and sourcing training and support for the Tuākana and Tēina.

There is a South Island rep currently working to support the programme outside of Auckland. The programme has a resource area on the SLIANZ website and there is also a Facebook group.

The SLIANZ committee is still looking into feasible options of what other kinds of mentoring / coaching / supervision support may look like for the wider membership.

The Portfolio holder would work closely with the Tuakana-Teina rep and working group, and would liaise regularly with the rest of the committee. There are overlaps with the PD programme so these two committee members would ideally work together closely.

SKILLS NEEDED: This would ideally be a person who has had experience in a mentor / mentee relationship or who has taken part in the Tuakana/Teina programme. A strategic thinker who can help the committee work through SLIANZ's roles and responsibilities in terms of mentoring, coaching and supervision. Like the PD portfolio, this role also means lots of contact with individual interpreters and *organising group events*, so good communication skills are needed. There is a significant time commitment for this role, especially if the programme is expanded to the wider membership.

COMMITTEE RESPONSIBILITY AREA: LIAISON / RELATIONSHIPS

We maintain relationships with a number of partner organisations and stakeholders as well as government agencies. We are formally affiliated with NZSTI and usually have a SLIANZ rep on their monthly committee meetings. We are also members of WASLI (the World Association of Sign Language Interpreters), and there is ongoing work to support the Oceania rep (currently Fiji). We have an MOU with ASLIA (the Australian Sign Language Interpreters Association) and a Joint Agreement with Deaf Aotearoa. We have regular contact with AUT with regard to the interpreting programme.

Some other examples of organisations we have liaised with over the past term include Deaf Interpreting NZ, MBIE, NZ Video Interpreting Service, and the Office for Disability Issues. Mostly these relationships fall under the President's role, but other committee members also contribute, e.g. by attending meetings or working together with one or more other organisations.

SKILLS NEEDED: A good overview of the profession, an outgoing personality / comfortable with public speaking, the ability to be diplomatic, an interest in the work of other organisations.

OTHER

There are a number of responsibilities that may only be relevant from time to time.

PUBLICITY /PR has been quiet in the past year after a busy period with the previous committee developing a new logo, the new website and the e-pamphlet videos about platform interpreting. We have in the past produced posters, leaflets and even T-shirts. This area may be ripe for redevelopment.

SKILLS NEEDED: creativity, design flair, access to design software might be useful.

FUNDRAISING is usually only done for specific purposes, for example the conference or WASLI regional events.

SKILLS NEEDED: Experience filling in funding applications, organising fun events, knowledge of funding avenues

COMPLAINTS: when SLIANZ receives a complaint, a small number of committee members will be asked to form a complaints subcommittee to deal with it, following our procedure. The President is usually part of the subcommittee, unless there is a conflict of interest.

SKILLS NEEDED: good communication skills, good mediator, fair-minded, trustworthy.

CONFERENCE: *one committee member will be a liaison between the SLIANZ committee and a local conference committee. In 2021, the conference will be held in Christchurch, postponed from the 2020 cancelled conference. Arrangements for this year will be carried over by the same committee member.*

DRIVE MAINTENANCE AND INTERNAL PROCEDURES: *Most of the committee's work is done collaboratively on Google Drive. At the end of each year, files have to be archived and prepared for handover. An excellent template structure was created a few years ago; but someone needs to go through the files, and this is usually just at the busiest time of the committee's year (just before a new committee starts).*

SKILLS NEEDED: *Comfortable with Google Drive, organised and meticulous*

PROJECTS

From time to time there may be specific projects that the committee is tasked with by the membership, or that they decide to take on. Examples of past projects are: A position paper on occupational health and safety; a resource explaining how to work with interpreters; an e-pamphlet on platform interpreting; consultation on developing interpreting standards; a flowchart and video version of our complaints procedure; adopting a rewritten Code of Ethics and Practice; redeveloping the website; guidelines on running effective Zoom meetings etc. Many projects could be taken on by non-committee members, to reduce pressure on the committee.