

Minnesota Registry of Interpreters for the Deaf

PO Box 4144 St. Paul, MN 55101

Policies and Procedures Manual



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Mission Statement

It is the mission of MRID to provide state and local forums and an organizational structure for the continued growth and development of professions of interpretation and transliteration of American Sign Language and English

Goal Statement

It is the goal of the MRID to promote the profession of interpretation and transliteration of American Sign Language and English.

Philosophy Statement

The Philosophy of the MRID is that excellence in the delivery of interpretation and transliteration services among people who are Deaf, Deaf-Blind and Hard of Hearing and people who are Hearing will ensure effective communication. As the professional association for interpreters and transliterators, MRID serves as an essential arena for its members in their pursuits of excellence.

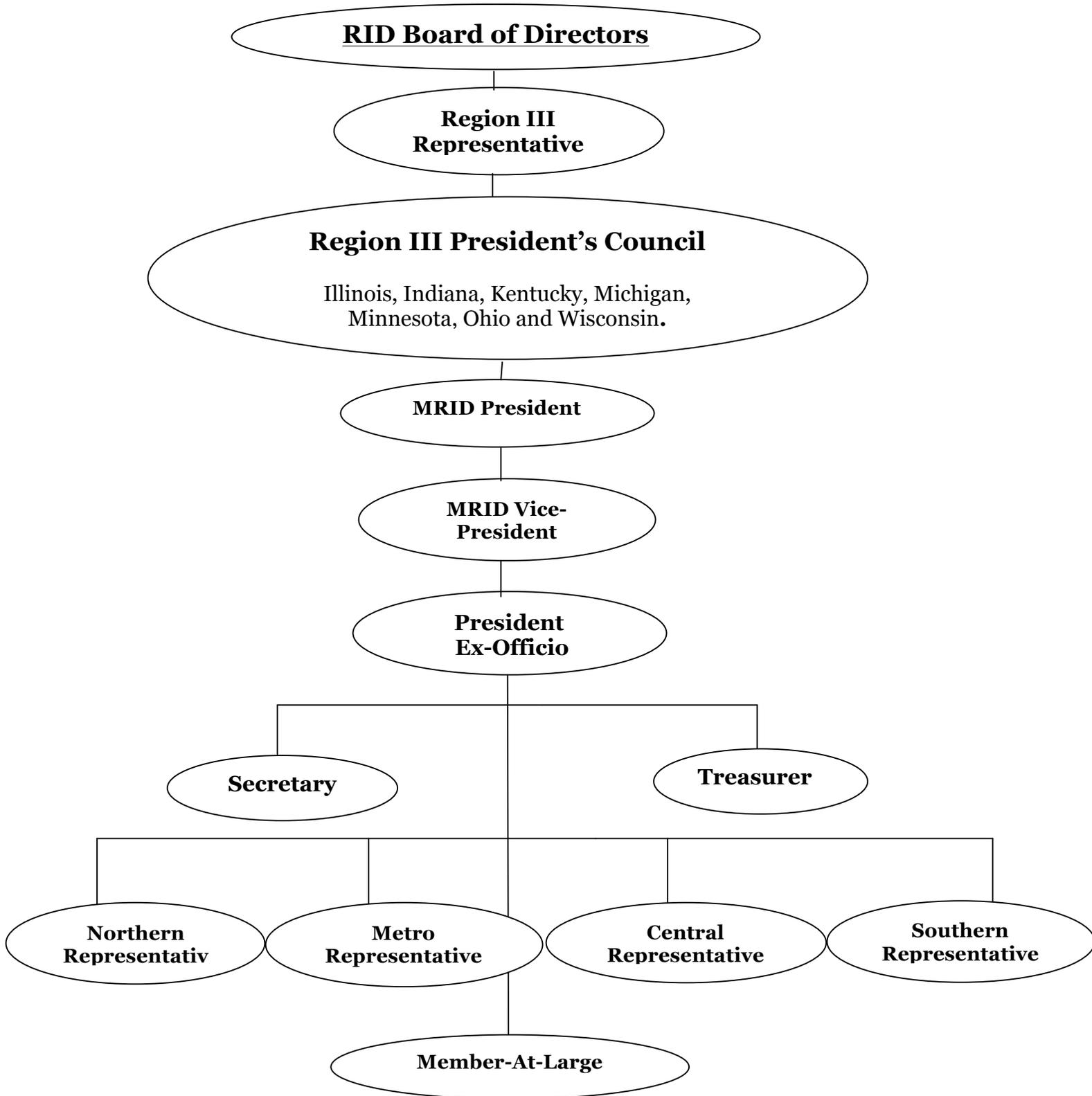
Accessibility Statement

MRID values accessible environments where all people can openly participate. MRID will make every effort to create accessible environments in both MRID sponsored events and in the broader community. In addition, MRID seeks to transcend compliance with state and federal legislation and to incorporate accessibility as a value that is at the core of our organizational identity. Further, in recognizing the unique role the Deaf community has historically played in the development of the professions of interpretation and transliteration, the MRID places special emphasis on cultural and linguistic accessibility.



RID/MRID Board Structure

The MRID is an affiliate chapter of the RID, Inc. a non-profit professional organization. MRID is a member-driven volunteer organization. All board of directors and committee members are volunteers who generously give of their time and talents.





LEGAL RESPONSIBILITIES

Legal Responsibilities of non-profit boards

Under well-established principles of non-profit corporation law, a board member must meet certain standards of conduct and attention to carrying out his or her responsibilities to the organization. These standards could be used in court to determine whether a board member acted improperly. These standards could be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinary prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes a duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

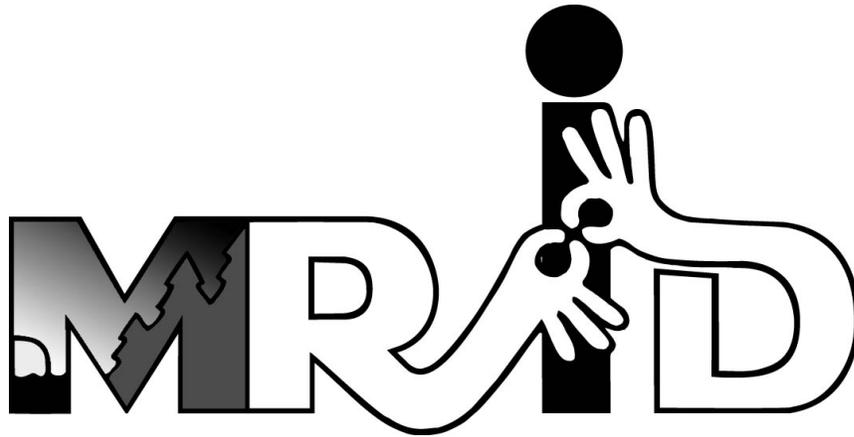
The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

Legal Responsibilities of the MRID Board of Directors

The MRID BOD performs due diligence in providing governance through supervision and delegation. The MRID BOD is ultimately legally responsible for all of the organization’s assets and to ensure its viability. This viability includes taking up responsibility for programs and events should no volunteers come forward. The BOD is accountable to its members by serving them and by using all available resources.



**BOARD
Of
DIRECTORS**

General Information

The MRID Board of Directors (BOD) function is to serve as the “head” of the organization and represents the big picture. The BOD is non-partisan and represents the organization as a whole by governing and managing the “big picture”. The MRID BOD establishes best practices for the board and for its members, committees and volunteers. The BOD delegates the work to appropriate committees/volunteers while providing a supportive environment in order for the committees/volunteers to become the “hands” of the organization.

Mission or vision statements are an integral part of the organization’s purpose. The mission statement describes the organization’s commitment in the present and is a channel to realize the future vision.

With governance comes the responsibility to be good stewards of the organization assets that encompass monetary, physical property and human resources. As MRID is a non Profit 501(c) (3), the BOD is accountable to its members and the general public by governing, providing leadership, establishing basic structural foundation by developing policies that meet the goal, philosophy and mission statements of the organization as well as compliance with MRID and RID bylaws and state and federal laws and regulations.

The MRID BOD strives to see the whole picture and to ensure that all members’ perspectives are considered and the final decisions reflect member inclusiveness and compliance. In order for committees/volunteers to do the work that has been delegated, the BOD should provide the necessary tools and instructions to ensure financial success and the expectations and needs for the whole membership.

The MRID is responsible for delegating tasks to committees/volunteers to provide the programs and services.

The MRID BOD monitors and evaluates the programs and services to ensure they are successful financially and the expectations and needs of the whole membership are satisfied.

The MRID BOD is accessible to their members and needs to engage in best practices that establish a trust between themselves, the members and those who volunteer in supporting the organization.

In order to do this, the MRID BOD needs to request the necessary information in a timely manner from those who are directly involved with MRID activities and committees. They should regularly report to the BOD. The reports should be comprehensive and must be accurate.

Board of Directors Conflict of Interest

Board members may not serve as committee chairs. In 2007, the MRID BOD adopted a policy that acting board members do not serve in a dual role as committee chairs. In accordance with general non-profit management customs, this policy allows the BOD to function as an integrated whole system and to govern all committee events and general business of the MRID in nonpartisan manner. Any and all committee work by a board member is done under the auspices of their board position. The temptation of is directors to concentrate on programs when they should be doing the work of the board. A board that is subdivided by being involved with committees in leadership roles may fragment the board. Board members who are very involved in committee work have a tendency to pull the board’s concentration below the line and may end up micro managing. This policy also fosters a clear set of checks and balances, which will protect MRID and the individual from a potential real or perceived conflict of interest. The diversification of duties is best practice, which ensures the whole organization delivers excellence. The entire board has sole authority to decide if there is a conflict of interest and seek applicable solutions.

Being a board member requires the ability to see all perspectives or at least recognize them and make an informed decision that positively affects the members and the organization even when the board member disagrees with a board decision. Individual beliefs and values are important especially when stating a perspective but board members must be willing to investigate all options and then support the final decision as a whole. Board members are responsible to maintain confidentiality of all board decisions whether in person or via phone or email and will not disparage other board members or the decision itself should they disagree.



General Board Business

All board business is conducted according to Robert's Rules of Order and the MRID Bylaws plus the following as dictated by previous MRID motions and traditions.

1) MAIL-The mailbox will be checked, mail opened and distributed 3 to 4 times per month by designated board members excluding the Treasurer. The mailbox rent must be renewed yearly and payment is due October 1st. The mailbox is located at 1430 Concordia Ave., St. Paul, MN 55104-9998. The President will distribute the keys to the secretary and designated board member.

2) STORAGE SPACE - The storage space lease must be renewed yearly and payment is due March 1. The storage space is located at 2356 University Ave., St. Paul, MN 55114. The President will distribute the keys and the access code to designated board members. By appointment, any member may be escorted by designated board members to the storage space to review or obtain necessary materials and information. All material and information taken from the storage space must be signed out and documented with approval from the designated board member and returned to the storage space upon agreed date and time. By state and federal laws and RID requirements, all legal documents, Articles of Incorporation, minutes, CMP documentation, conference planning handbooks, any correspondence, etc. must be kept in perpetuity.

3) LEGAL RESPONSIBILITIES

- A. General - The board will adhere to Minnesota State Laws and Federal Laws.
- B. MRID will comply with all requirements as implied by its status as a 501 (c)(3) Organization
- C. MRID will comply with all MRID and RID bylaws

4) ANNUAL BUSINESS TASKS

Upon completion of Annual Fall Conference, the following may take place.

October to December:

At the discretion of the President, a board meeting may be held and newly elected members may be invited as visitors or guests. This meeting will provide an opportunity for the current board members to wrap up any unfinished business and should the newly elected board members be present and allow them to become familiar with the board meeting process.

The Vice President will contact Committee Chairs to request a report to include their committee's mission statement, goals and plans to accomplish them. The report will also include an estimated budget for the coming year and a signed committee agreement from the chair/co-chairs and all committee members.

October to January

The President, who will be in office as of January 1, will establish a date, time, location and agenda for the annual board retreat. The President has sole authority for determining the budget for this event. At the board retreat, the tentative dates and locations for the board meetings are set for the year. Dates should be checked with other RID conferences/events/activities such as Region III state and regional conferences, national conferences and other interpreting and deaf related events to avoid conflicts for planning purposes. Strategic planning and board training/leadership training will take place. The Board can develop a list of work that needs to be delegated to committees/volunteers for the year.

Newly elected and former board members will have time to work together. Officer Manual Handbooks will be compiled by former board members and reviewed with the incoming board members. Former board members are responsible for keeping all records pertaining to their board work for the years that they have served. All official MRID material and information must be returned to the President by former board members before completion of the board retreat. Officer Manual Handbooks will include the following:

- RID and MRID Bylaws
- Duties and Responsibilities for their respective office
- Board Retreat information
- Strategic Planning Information
- Board Training Information
- Parliamentary Procedure Information
- Officer Reports
- List of any unfinished business from their respective office
- Suggestions/tips for their respective office incoming board member

The MRID BOD needs to engage in a strategic planning session and a board training session. Review of the strategic planning session and additional board training sessions may occur throughout the year.

The strategic planning session allows the MRID BOD to look at long range and short-term goals and objectives. The MRID BOD sets the organization's priorities that:

- Help shape the strategic plans
- Are compatible with the organization's goal, mission and philosophy statements
- Are in compliance with MRID and RID bylaws and policies as well as state and federal laws and regulations
- Finds the most benefits for its members and charges committees with goals that are in line with the above

A board meeting may conclude the retreat with the new board members conducting the first official business of the new board. The board will establish their annual budgets in January. Board members will be requested to submit an estimated officers budget in January. The Vice President will present annual estimated budgets received from committees. They will be discussed and those that fall in line with organizational budget and the MRID mission and philosophy statement will be approved. The Treasurer will provide any historical summaries of budgets as requested so the board can make an informed decision. The Vice President will inform the committees of the approved budgets and continue as the official board/committee liaison. All committee correspondence will go through the Vice President and they will work with the committees to provide regular reports to the board and to the membership throughout the year.

Feb/March: The board will prepare for the Spring Event as necessary.

March/April/May: Spring Event is held. Board members will attend and conduct any business as necessary.

June: Board members will prepare for Annual Fall Meeting as necessary. See "Preparation for Annual Business Meeting".

July/Aug: MRID business is conducted during the summer as necessary.

Sept: Evaluate need for existing or new special and/or ad hoc committees. Make final preparations for Annual Business Meeting and any other items requested by the fall conference committee.

General: Access progress of board goals.

General: Determine sponsorship/advocacy as needed.



Board of Directors Meetings

All board meetings are conducted according to Robert's Rules of Order and the MRID Bylaws as well as the policies and procedures established by the MRID Board of Directors.

The schedule of all board meetings, including special meetings will be posted to the MRID website. Regularly board meetings will be published in the MRID newsletter, the *Update*. See the MRID Bylaws for special meetings and notifying members. The board schedules regular board meetings during the board retreat and in accordance with the MRID Bylaws.

Board members must attend regularly scheduled board meetings. The board is required to meet a minimum of six times per year. If necessary, special meetings may be called. Board meetings generally take place on Saturdays.

Voting and quorum procedures for all meetings are in the MRID bylaws.

All members are welcome to attend board meetings. If a visitor has business to bring before the board, please contact the President to be placed on the agenda. If the request requires a motion, the BOD requests the motion maker(s) to submit it in writing with rationale. This will ensure that the motion and the rationale are stated with the intent of the motion maker(s). If the visitor has a time constraint, they must request a specific time and inform the President before the meeting. Their request may be honored depending on the agenda and the BOD schedule. In the event the board needs to discuss an issue in the privacy of the executive session, they will ask any visitors to leave for a period of time. After the board has concluded the necessary discussion, they will once again welcome back any visitors.

The board welcomes visitors input. However, the board requests that you hold all questions and comments until you are called upon. This will ensure that the board members are able to discuss the agenda items that must be completed. It is important due to the fact that the agenda is often full and certain items must be accomplished in the time allotted.



Annual Business Meeting Preparation

President

- ◇ Contact parliamentarian early to reserve time for meeting should one be deemed necessary.

- ◇ Seek out Nominations Chair in July for election of board positions that will be elected. A posting can be made by the nominations chair on the MRID website and the newsletter, the *Update* to advertise for open positions listing the qualifications for becoming a board member.

- ◇ Contact board members to prepare their reports with enough time to allow for printing before the conference.

- ◇ Be in contact with Conference committee to ensure that everything is ready for meeting: room, (board space on risers), microphones, computer equipment, refreshments, set-up, etc

- ◇ Prepare convention standing rules, motions that have been presented in advance and any other items for projection on computer screen

- ◇ Prepare agenda and script for business meeting and responses regarding action on the previous year's motions

- ◇ President and Vice President compile the Annual Business Meeting Report/Book and the Secretary prints copies. Items to be included:
 - MRID Board of Directors
 - MRID Committee Chairs
 - MRID Available Board Positions
 - Required Qualifications
 - Agenda
 - Convention Standing Rules
 - Motions prepared in advance
 - Board Members Reports
 - Committee Reports (Fall Conference Report will be from the previous year)

- ◇ Print booklet on Parliamentary Procedures

- ◇ See President's box for all additional information for the Annual Business Meeting.

Vice President

- ◇ Contact committee chairs to prepare their reports with enough time to allow for printing before conference (See Committee Report Form.)

- ◇ Be in contact with Conference committee to ensure that everything is ready for meeting: room, (board space on risers), microphones, computer equipment, refreshments, set-up, etc.

- ◇ President and Vice President compile the Annual Business Meeting Report/Book and the Secretary prints copies. Items to be included:

- MRID Board of Directors
- MRID Committee Chairs
- MRID Available Board Positions
- Required Qualifications
- Agenda
- Convention Standing Rules
- Motions prepared in advance
- Board Members Reports
- Committee Reports (Fall Conference Report will be from the previous year)

President Ex-Officio

- ◇ Assists President with annual business meeting preparation as necessary

Secretary

- ◇ Have previous Annual Meeting minutes ready for printing. Also have a few copies of Bylaws available for interested members.
- ◇ Prior to meeting, select group of three members to review this year's minutes to make suggestions prior to next year's approval of minutes.
- ◇ Prepare convention standing rules, motions that have been presented in advanced and any other items for projection on computer screen.
- ◇ Registration: need voting cards for meeting; need list of RID members for credentialing. Prepare to report Quorum. See Bylaws for Quorum.
- ◇ Prepare ballots for election and coordinate with Conference Support Staff Coordinator for the election process.
- ◇ President and Vice President compile the Annual Business Meeting Report/Book and the Secretary prints copies. Items to be included:
 - MRID Board of Directors
 - MRID Committee Chairs
 - MRID Available Board Positions
 - Required Qualifications
 - Agenda
 - Convention Standing Rules
 - Motions prepared in advance
 - Board Members Reports
 - Committee Reports (Fall Conference Report will be from the previous year)
- ◇ Print booklet on Parliamentary Procedures

Treasurer

- ◇ Copies of Treasurer's Report for all; plus ten copies of Financial Review for interested members.



Board Duties and Responsibilities

All Board members will find their roles and responsibilities defined in Robert's Rules of Order and in the MRID Bylaws plus the following as dictated by practices and motions carried in the course of MRID board and member meetings.

Qualifications to run for a board position:

The candidate must be a member of good standing with MRID and RID throughout the duration of the term.

The candidates for the positions of President and Vice President require RID certification, which must be maintained throughout the duration of the term, and must have a minimum of five years experience in the interpreting field.

The candidate must attend regularly scheduled board meetings. The board meets a minimum of six times per year. If necessary, special meetings may be called. Board meetings generally take place on Saturdays.

The candidate must attend both MRID Spring Event and Fall Conference.

The candidate must sign a board statement of agreement and commit to the prescribed duties and responsibilities in the agreement.

Should the candidate currently hold a MRID Committee Chair position, they will need to step down while they reside on the board.

The Board of Directors serves a two-year term (except Member at Large) and serves according to the MRID Bylaws. They commit to the prescribed duties and responsibilities in the Board Statement of Agreement.

The expectations and guidelines outlined in the board agreement help clarify the role of the members and assist them in performing their assigned duties and hold them accountable to each other and to the membership. By signing the board statement of agreement, it is an example for the whole organization. (See Board Statement of Agreement)

The President with the input from the Board of Directors will appoint all vacant positions.

It is important that support is given to the board members. If a member chooses to resign, they shall notify the BOD in writing. Resignations of member of the Board shall be submitted in writing to the Board of Directors per the procedures listed in the MRID Bylaws.

President's Duties and Responsibilities:

- ◇ Responsible for the general management of the business of the organization
- ◇ performs all duties usually incident to the office of the President and other duties that may be prescribed by the Board of Directors

- ◇ Ensures MRID compliance with RID mandated rules and policies
- ◇ submits an annual compliance report to RID
- ◇ Regularly communicates proceedings and affairs of the MRID and RID
- ◇ Coordinates efforts and shares ideas within Region III as designed by RID
- ◇ Plans annual Board of Directors retreat (date, time, location, agenda and budget)
- ◇ Responsible for Board Strategic Planning
- ◇ Establishes Board of Directors meeting schedule and sets location
- ◇ Handles all requests for board meeting visitors
- ◇ Presides at all meetings of the MRID and the Board of Directors
- ◇ Submits a written report for Board of Directors' meetings and request the same from each Board Member to plan agendas
- ◇ Prepares necessary paperwork for Annual Business Meeting
- ◇ Distributes mailbox keys, storage space keys and access code to designated board member
- ◇ Appoints committees and vacant Board of Director's position(s) as necessary
- ◇ Obtains legal consult, as needed
- ◇ Signs all official documents
- ◇ Co-Signs Checks with the Treasurer or any other person designated through the action of the Board of Directors.
- ◇ Authorizes audit as appropriate or in the event the Treasurer leaves in the middle of the term
- ◇ Represents MRID at state, regional and national levels
- ◇ Participates in Region III Yahoo Group
- ◇ Participates in Region III President conference calls
- ◇ Submits written report/article regularly to the MRID organization newsletter (*Update*)
- ◇ Prepares necessary paperwork for Annual Business Meeting (see Vice President section under Annual Business Meeting Preparation)
- ◇ Collaborates with the Vice President and President Ex-Officio
- ◇ Prepares necessary documents in MRID Officer Handbook and shares with the incoming President

- ◇ Collects all official MRID material and Information from the board and committee chairs/co-chairs upon completion of their term
- ◇ Responsible to keep informed of any action items they are involved with, respond accordingly and inform the board when the action is completed.

Vice President's Duties and Responsibilities:

- ◇ Serves as the liaison to all MRID Committees
- ◇ Assumes role of President when necessary
- ◇ Assists in training/mentoring new board and committee members
- ◇ Serves as contact person for all MRID Committees and Events
- ◇ Collaborates with Board Secretary to maintain current and updated copies of all official and governing organizational documents
- ◇ Attends Board of Directors' meetings regularly and submits a written report
- ◇ Represents MRID to outside organizations and public entities as needed
- ◇ Submits written report/article regularly to the MRID organization newsletter (*Update*)
- ◇ Collaborates with President and President Ex-Officio
- ◇ Contacts committee chairs to prepare their reports with enough time to allow for printing before conference business meeting
- ◇ Prepares necessary paperwork for annual business meeting (see Vice President section under Annual Business Meeting preparation.
- ◇ Prepares necessary documents for MRID Officer Handbook and shares with incoming Vice President
- ◇ Responsible to keep informed of any action items they are involved with, respond accordingly and inform the board when the action is completed.

President Ex-Officio's Duties and Responsibilities:

- ◇ Serves as a guide, advisor and mentor to the President and all Board of Directors
- ◇ Assists in training/mentoring new board and committee members
- ◇ Assumes duties of the President in the absence of the President and Vice President
- ◇ Collaborates with the President and Vice President
- ◇ Have no voting rights
- ◇ Print booklet on Parliamentary Procedures

Secretary's Duties and Responsibilities:

- ◇ Serves as the administrative assistant to the Board of Directors
- ◇ Responsible for keeping corporate records current including the Policies and Procedures Manual (PPM) and inventory of all items in storage space
- ◇ Responsible for recording all Board of Directors' meeting minutes and all special member Meetings.
- ◇ Minutes should include: date, time, and place of these meetings; board members Present/absent and guest(s) present; a call to order and an adjournment statement including times; a summary of discussions and/or reports, action items to be taken, person (s) responsible for the actions, and a timeline for completion; announcements; and date, time and place for the next meeting. Minutes will be recorded and a draft will be sent to all board members requesting corrections be sent to the secretary within a prescribed period of time. The corrections will be made and approved at the next board meeting. Each board member will be responsible to keep informed of any action items they are involved with, respond accordingly and inform the board when the action is completed.
- ◇ Motions shall be recorded in the following manner:
 - Example: MOTION 94.10-1: To accept the minutes as submitted.
(MSP Jones/Smith)
 - MOTION [yr.].[mon.]-# of motion during that meeting: [motion statement] MSP [name of mover]/[name of second]
 - If motion is passed with opposition or abstention, the number of opposing/abstaining votes should also be recorded after the motion (EXAMPLE: MOTION 94.10-1: (Motion) (MSP Jones/Smith, with 4 opposed and 2 abstained).
 - If the motion is defeated, it should be so documented (EXAMPLE: MOTION 94.10-1: [Motion] (Motion defeated).
- ◇ Distributes copies of monthly board meeting minutes to board members and the Publications Committee (newsletter, the *Update*) and the MRID website once they are revised as requested and approved by the Board of Directors.
- ◇ Keeps a running list of motions made throughout the year. Includes motions made via email.
- ◇ Keeps an up-to-date membership list
- ◇ Responsible for collecting, recording and dissemination of MRID mail
- ◇ Prepares necessary paperwork for Annual Business Meeting (see Secretary under Annual Business Preparation)
- ◇ Sends copies of monthly board meeting minutes to board members for approval within one week
- ◇ Sends approved minutes to RID, the MRID Update editor and the MRID webmaster to be

published

- ◇ Attends Board of Directors' meetings regularly and submits a written report
- ◇ Takes directives from the Board of Directors
- ◇ Submits written report/article regularly to MRID organization newsletter (*The Update*)
- ◇ Prepares necessary documents for MRID Officer Handbook and shares with incoming Secretary
- ◇ Responsible to keep informed of any action items they are involved with, respond accordingly and inform the board when the action is completed.

Treasurer's Duties and Responsibilities:

- ◇ Serves as the MRID financial representative
- ◇ Oversees all organizational finances and takes directives from the board of directors
- ◇ Communicates with the IRS, prepares tax statements and provides necessary information, if audited
- ◇ Records all financial debits and credits made to the MRID
- ◇ Provides comprehensive treasurer's reports to all MRID Board of Directors' meetings and during the annual business meeting
- ◇ Provides historical financial comparison of yearly budgets for committees to be submitted to the Board of Directors for final approval so they can make informed decisions.
- ◇ Co-Signs checks with the President or designated authority such as a committee chair
- ◇ Attends Board of Directors' meetings regularly and submits a written report
- ◇ Submits written report/article regularly to the MRID organization newsletter (*Update*)
- ◇ Prepares necessary documents for MRID Officer Handbook and shares with incoming Treasurer
- ◇ Responsible to keep informed of any action items s/he is involved with, respond accordingly and inform the board when the action is completed.

More specific treasurer duties are as follows:

- 1) Register MRID annually with the Minnesota Secretary of State as a MN nonprofit corporation. This form must be filed by December 31st each year. As a PO Box address is not acceptable for this form, an address from one of MRID's Board members should be used. There is no filing fee for registering annually. However, if the address or corporate name changes, this needs to be filed with the MN Secretary of State and there is a \$35.00 fee. The annual registration form will be sent out to MRID via the "registered office address" on the form. Additional forms can be found at:

Secretary of State/Records Processing Section

180 State Office Bldg
100 Constitution Ave.
St. Paul, MN 55155-1299
(651) 296-2803.

- 2) Minnesota law requires a charitable organization to file a Registration Statement with this office if the organization:
- a) solicits or intends to solicit contributions in excess of \$25,000 a year
 - or b) has paid officers or staff
 - or c) uses professional fund raiser

As of Fall 1998, MRID does not meet any of the above requirements, and is not registered with the Attorney General's Office, Charities Division. A copy of the MN law requirements are in the Treasurer's files, and should MRID meet any of the above requirements in the future, the Treasurer needs to file a Registration Statement with the Office of the Attorney General. Contact information:

Office of the Attorney General
Charities Division, Suite 1200
NCL Tower
445 Minnesota Street
St. Paul, MN 55101-2130
(651) 296-6172 (V) or (651) 296-1410 (TTY)

- 3) MRID's PO Box fee must be paid annually and is due October 1.
- 4) MRID's bulk mailing permit fee must be paid annually.
- 5) MRID's storage space lease must be renewed annually and is due March 1.
- 6) The Treasurer will reimburse members for bulk mailings. No money will be kept in the post office account for bulk mailings.
- 7) The Treasurer will bill the appropriate state agency for employees' attendance at MRID events when requested by the attendee. The State of MN agency will send MRID a purchase order naming the attendees, the event, and the amount of the purchase order. In return, the Treasurer will send an invoice to the state office for payment.
- 8) The Treasurer will be in charge of updating the list of Board members authorized to sign checks at Wells Fargo Bank. The form(s) are available at any branch office.
Any branch office: Wells Fargo Bank Minnesota, N.A.
St Paul Office
Post Office Box B 514
Minneapolis, MN 55479
- 9) Fiscal year runs from 7/1 through 6/30. Budgets for committees and board members run from 1/1 to 12/31.

Regional Representatives' Duties and Responsibilities:

- ◇ Each Regional Representative serves as the primary contact person for interpreters in their respective region
- ◇ Communicates regional perspectives regarding professional issues to the full MRID Board of Directors
- ◇ Promotes MRID membership
- ◇ Serves as MRID representative at events and functions

- ◇ Facilitates development of functions in their respective regions
- ◇ Attends interpreting and deafness related functions in their respective region as time and resources allow
- ◇ Attends Board of Directors' meetings regularly and submits a written report
- ◇ Takes directives from the Board of Directors
- ◇ Submits written report/article regularly to MRID organization newsletter (*Update*)
- ◇ Prepares necessary documents for MRID Officer Handbook and shares with their respective region's incoming representative
- ◇ Responsible to keep informed of any action items s/he is involved with, respond accordingly and inform the board when the action is completed.

(Regions MAP/county listing to be added)

Member at Large Duties and Responsibilities:

- ◇ Serves as point person for contacting members
- ◇ Serves similarly to the Regional Representatives but does not have a specific geographical area
- ◇ Assist Regional Representatives as necessary, coordinating activities and communication
- ◇ Assist Vice President as necessary, as liaison to the MRID committees
- ◇ Attends Board of Directors' meeting regularly and submits a written report
- ◇ Takes directives from the Board of Directors
- ◇ Submits written report/article regularly to MRID organization newsletter (*Update*)
- ◇ Prepares necessary documents for MRID Officer Handbook and shares with incoming Member at Large
- ◇ Responsible to keep informed of any action items s/he is involved with, respond accordingly and inform the board when the action is completed.

Statements of Agreements will promote effective communication, transparency to Board and Committee members and ensure sustainability for the organization.



Board Member Statement of Agreement

Name _____ Position _____
Dates of Term _____

This agreement is not legally binding.

It is morally binding, and is an expression of good faith.

As a member of the MRID Board of Directors, I understand that my duties and responsibilities include the following:

◆ I am morally responsible for the overall health and well being of this organization. As a member of the board I have pledged myself to help realize the mission of the organization, which is:

“It is the mission of the Minnesota Registry of Interpreters for the Deaf (MRID) to provide state and local forums and an organizational structure for the continued growth and development of the professions of interpretation and transliteration of American Sign Language and English.” “The philosophy of the Minnesota Registry of Interpreters for the Deaf (MRID) is that excellence in the delivery of interpretation/transliteration services among people who are Deaf and Hard of Hearing, and People who are Hearing will ensure effective communication. As the professional association for interpreters and transliterators, the MRID serves as an essential arena for its members in their pursuits of excellence.”

◆ I will maintain RID and MRID membership.

- For President, Vice President and President Ex-Officio: I will maintain RID certification during my term in office.

◆ I am responsible, along with the other board members, for the financial health of this organization. It is my responsibility to take an active part in overseeing the budget and implementing any fundraising efforts and spending controls that are needed to ensure that the budget is adhered to.

◆ I will make myself aware of and ensure that I understand all policies and programs approved by the board.

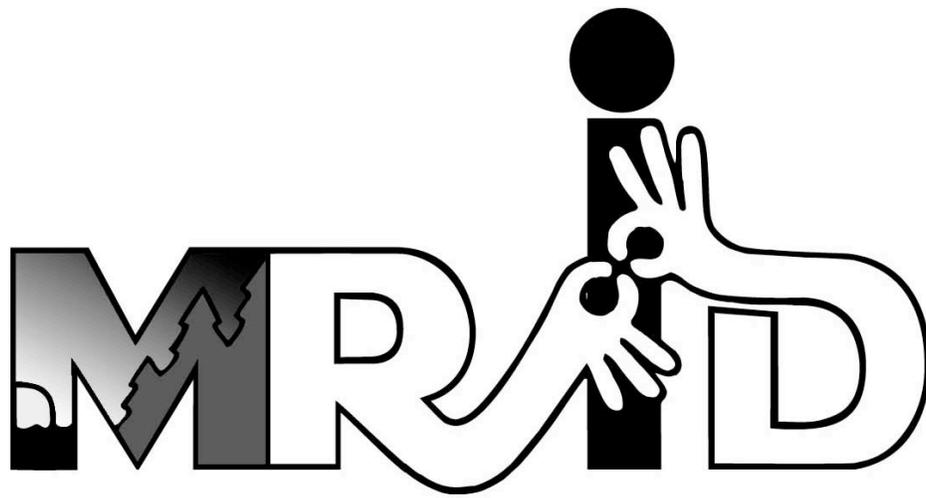
◆ I will attend at least **75%** of the board meetings per year and make myself available for phone and email consultation. I understand that commitment to this board will involve a significant amount of time and will probably not involve less than **five to twenty** hours per month depending on officer position and organization strategic plan.

◆ I recognize that authority is only vested in the board when the full board meets in session. Rather than attempt to make decisions by myself I will bring any complaints or requests from committees, volunteers or membership to the full board for action.

◆ I will attend Spring Event, Fall Conference and the annual business meeting. If I am unable to attend, I will inform the board of directors as soon as possible, prepare all reports and documents as far in advance as applicable, and arrange to be informed of all business and organizational action.

- ◆ I understand that there may be disagreements within the convened meetings of the board of directors, but once the meeting is adjourned I have the responsibility to maintain the respectability of the discussion and support the outcome, whether or not I agree with it.
- ◆ I will avoid conflicts of interest. I will disclose all known or potential conflicts of interest to the board of directors. The board will decide the extent of the conflict of interest and I will abide by the decision of the board.
- ◆ I will bring to the attention of the board any issues that I believe may have an adverse effect on MRID, RID or those we serve.
- ◆ I will represent all the people the MRID serves and not a particular interest group.
- ◆ Upon the completion of my term or my resignation, I will surrender all MRID belongings and pertinent documents to the board.

Signed _____ Date _____



COMMITTEES



Committees

General Information

The MRID Committees' function is to serve as the hands of the organization and to do the business of MRID, providing programs and services for its members and implementing policies set by the MRID Board Of Directors (BOD).

MRID Committees should follow best practices that are established by the MRID BOD. All committee business is conducted in accordance with MRID Bylaws and policies.

Committees should review MRID's philosophy and mission statements and develop a mission statement for their committee in line with MRID and their strategic planning. (See Board of Directors General Information)

Every committee's job description and its assigned tasks should be submitted to the MRID BOD. The job description spells out what are the responsibilities of the committees as well as applicable constraints and expectations. A mutual decision making process should be used to assure that everyone has a clear idea of direction. Although committees do not have the authority to make policy changes established by the BOD, recommendations should be brought before the board for further discussion and direction.

MRID committees are vital to the success of the organization. Each committee serves its own purpose and is made up of interpreters in the field. Committee participation is on a volunteer basis and involvement is not compensated. However, some committees may offer discounted and/or waived fees for workshops, etc. as an incentive for participation.

Some committees need broad representation while others function well with a smaller group or one person.

In addition some specific issues are assigned to a task force. Upon its conclusion, it makes a report and recommendation to the MRID BOD and it is dissolved.

COMMITTEES

Bylaws Committee: The purpose of the Bylaws Committee is to oversee any legal changes to the organizational structure of the MRID.

Conference/Event Committees: The purpose of these committees is to design, organize, and host professional development/networking opportunities that serve all interpreters in the state of Minnesota. (Includes Fall Conference, Spring Conference/Event and Camp ASL)

EdTerps Committee: The EdTerps Committee is designed to provide support and professional development opportunities specifically for interpreters that work in the Educational setting.

Freelance Committee: The goal of the Freelance Committee of the MRID is to promote among its members regular and active participation, state representation, support and nurturing for personal and professional growth; and a vehicle for new members of the Freelance Community to be welcomed into the field.

Fundraising Committee: The Fundraising Committee has been established to endure the successful endeavors of the MRID and to promote MRID as a professional organization. The Fundraising Committee is committed to maintaining a stable financial base for the professional

interpreting organization through merchandise sales, special fundraisers, etc.

MERGE: (Making Everyone Really Good at Everything) is designed to encourage networking within people attending different ITPs, people of different experience levels, and different generations of interpreting. Its main purpose is to help smooth the transition from school into the field of interpreting.

Membership Committee: The goal of the Membership Committee is to promote and recruit members. They register and maintain valid membership to the MRID. This includes keeping an up to date roster of current members and maintaining archives of past members. They are also responsible for providing a roster to the RID annually. A current roster and mailing labels will be provided to the MRID Fall Conference planners. The Roster will aid the Fall Conference planners in verifying members for registration. The Membership Committee will work directly with the Secretary to verify valid membership for voting purposes during the annual business meeting and any other times that require membership voting. They will also recognize members for milestones and the Membership Committee gives awards during the annual Fall Conference.

Nominations Committee: The Nominations Committee convenes once a year (a few months prior to the annual Fall Conference) to seek out candidates who would be willing and capable to serve on the MRID Board of Directors.

Professional Development Committee: The Professional Development Committee works throughout the year as a liaison between the MRID and the National Registry of Interpreters for the Deaf to provide Continuing Education Unites (CEUs) to MRID's membership.

Public Policy Committee: To engage MRID members in active participation in relevant legislative and public policy initiatives which protect the communication interests of deaf, deaf-blind and hard of hearing individuals by promoting the use of qualified interpreters and advancing the profession of sign language interpreting in Minnesota.

Publications: Publications is responsible for the MRID's newsletter, *The Update*. The Publications Committee solicits articles and ads for each publication and is responsible for editing, producing, and distributing the newsletter to all MRID members.

Scholarship Committees: The Scholarship Committees are responsible for soliciting and screening scholarship applications. The committees then choose recipients for each award.

Website: MRID's website (www.mrid.org) is updated and maintained by this committee.

General Committee Business

Each committee is given the opportunity to establish meeting procedures that meet the needs of their committee.

Annual Business Tasks

The Board of Directors encourages an open line of communication with all committees. Yearly, committees should submit a report to the MRID BOD. They should develop goals and review their mission statement. Upon receiving charges from the MRID BOD, committees should outline their plans to accomplish them. They should also report to the board regularly and present recommendations for board actions as necessary. Recommendations to change policies should be brought directly by the Committee Chair Person(s) or designated person. Communication to the board should happen through the Committee Chair Person(s) or designated person and the MRID BOD Liaison (Vice President).

Sept./Oct: Committees will provide a written annual report. The report will be submitted in advance (September) to the Vice President so it can be included in the Annual Business Meeting

Report/Book in October. Membership sign-up takes place for each committee. Membership and the Board of Directors formulate goals and directives specific to existing committees or to new committees. Dates for first meetings should be established. Any previous committee chair turns over files and other committee inventory to the Board or to anticipated new committee chair.

Oct./Jan.: First meetings of committees take place as soon as possible after fall conference and chair or co-chairs are elected. The Vice President will contact the Committee Chair(s) and request the Chair to submit a written report that includes any unfinished follow –up business, conference and board directives and a plan how they will work to accomplish them. An estimated budget will also be included. This report should be submitted in time for approval at the board retreat (see Finance Policy). The Vice President will also share pertinent information including reimbursement forms from the Policies and Procedures Manual (PPM).

Jan.: The Vice President will contact the Committee Chair(s) with approval for estimated budget. Any additional financial requests must go through the Vice President who will bring it to the board. Additional financial requests must go through the Vice President who will bring it to the board.

Remainder of Year: Committee reports should be filled out and returned to the liaison by the first of each month following any committee meetings. These reports may be minutes or more of a report form. They should be submitted to the Vice President. An oral report may be given at the Board meeting, if desired. There may be specific board meetings that the Chairs will need to attend. For example, when working on a conference or event or if there is specific needs the Board would like to hear the committee’s perspective.

Committee Duties and Responsibilities

All Committee members will find their roles and responsibilities defined in Robert’s Rules of Order and in the MRID Bylaws plus the following as dictated by practices and motions carried in the course of MRID board and member meetings.

As per MRID bylaws, volunteers or members of all committees, standing or other, shall be members in good standing of the MRID and the RID who are appointed by the President or volunteer.

Committee Chairs and members will serve for one year and commit to the prescribed duties and responsibilities in the Committee Statement of Agreement. Should a Committee Chair wish to run for a Board of Director’s position and is elected, they will need to step down as Chair while they reside on the board. (See MRID Bylaws)

Statements of Agreements will promote effective communication, transparency to Board and Committee members and ensure sustainability for the organization.

The expectations and guidelines outlines in the committee statement of agreement help clarify the role of the members and assist them in performing their assigned duties and holds them accountable to each other and to the membership. By signing the committee statement of agreement, it is an example for the whole organization.



Committee Duties

General Information

MRID committee's function is to serve as the hands of the organization and to do the business of MRID, providing programs and services for its members and implementing policies set by the MRID Board of Directors (BOD).

All MRID Committees should follow best practices that are established by the MRID BOD. All Committee business is conducted in accordance with the MRID Bylaws and policies.

As a volunteer of the MRID, you must be a member of MRID and RID , in good standing.

Committees should review MRID's philosophy and mission statements and develop a mission statement for their own committee in line with MRID and their strategic planning.

Every committee's job description and its assigned tasks should be submitted to the MRID BOD. The job description spells out what the responsibilities of the committees as well as applicable constraints and expectations. A mutual decision making process should be used to assure everyone has a clear idea of direction. Although committees do not have the authority to make policy changes established by the BOD, recommendations should be brought before the board for further discussion and direction.

MRID committees are vital to the success of the organization. Each committee serves its own purpose and is made up of interpreters in the field. Committee participation is on a volunteer basis and involvement is not compensated. However, some committees may offer discounted and/or waived fees for workshops, etc. as an incentive for participation with the BOD's agreement.

Some committees need broad representation while others function well with a smaller group or one person.

In addition, some specific issues are assigned to a task force. Upon its conclusion, it makes a report and recommendation to the MRID BOD and the task force is dissolved.

General Committee Business

Each committee is given the opportunity to establish meeting procedures that meet the needs of their committee.

1. ANNUAL BUSINESS TASKS

The Board of Directors encourages an open line of communication with all committees. Yearly, committees should submit a report to the MRID BOD. They should develop goals and review their mission statement. Upon receiving charges from the MRID BOD, committees should outline their plans to accomplish them. They should also report to the board regularly and present recommendations for board actions as necessary. Recommendations to change policies should be brought directly to the Committee Chair Person(s) or designated person. Communication to the board should happen through the Committee Chair Person(s) or

designated person and the MRID BOD liaison (Vice President).

SEPT./OCT.: Committees will provide a written annual report. The report will be submitted in advance (September) to the Vice President so it can be included in the MRID Annual Business Meeting Report/Book in October. Membership sign-up takes place for each committee. Membership and the Board of Directors formulate goals and directives specific to existing committees or to new committees. Dates for first meetings should be established. Any previous committee chair turns over files and other committee inventory to the Board or to anticipate new committee chair.

OCT/JAN: First meetings of committees takes place as soon as possible after Fall Conference and Chair Person(s) are elected. The Vice President will contact the Committee Chairperson(s) and request the new Chairperson(s) to submit a written report that includes any unfinished follow-up business, conference and board directives, and a plan how they will work to accomplish them. An estimated budget will also be included. This report should be submitted in time for approval at the MRID Board Retreat (held in December or January). The Vice President will also share pertinent information including reimbursement forms from the Policies and Procedures Manual (PPM).

JAN.: The Vice President will contact the Committee Chair(s) with approval for the estimated budget. Any additional financial requests must go through the Vice President who will bring it to the board. Additional financial requests must go through the Vice President who will bring it to the board.

2. COMMITTEE DUTIES AND RESPONSIBILITIES

Committee chairs will serve for one year and commit to the prescribed duties and responsibilities in the Committee Statement of Agreement. Should a committee chair wish to run for a Board of Director's position and is elected, they will need to step down as Chair while they reside on the board.

Statements of agreements will promote effective communication, transparency to the Board and Committee members and ensure sustainability for the organization. The expectations and guidelines outlines in the committee statement of agreement help clarify the role of the members and assist them in performing their assigned duties and hold them accountable to each other and to the membership. By signing the committee statement of agreement, it is an example for the whole organization.

3. COMMITTEE EXPENSES

1. All committees are expected to submit a budget for the following year's projected expenses. IN additions, committees may request from the MRID board, funds beyond their projected budget that accompany a non-budgeted event that is open to all MRID members.
2. Requests should be made far enough in advance so that the board is able to discuss at a board meeting and decide if the request is approved.

4. COMMITTEE FUNDS

1. All funds raised by committees belong to the organization.
 - a. Every effort should be made to be inclusive of all MRID members to participate in MRID committee sponsored events.
2. ALCOHOL cannot be purchased with any MRID funds. Alcohol cannot be sold as a silent auction item.

3. Money allocated must be used for committee activities and events. All MRID committees must adhere to MRID Bylaws, guidelines and federal laws when planning activities.
4. the MRID board reserves the right to decline funding requests, or to advise the treasurer not to pay for an unacceptable reimbursement request.
5. MRID cannot make checks out to MRID members in advance to pay for event deposits, or projected costs.
 - a. Members can be reimbursed for these expenses or;
 - b. The treasurer can pay the event host through an invoice or receipt.

**Thank you for your voluntary dedication to the Minnesota Registry of Interpreters
For The Deaf.**



Committee Statement of Agreement

I understand that the President appoints Committee Chairs/Co-Chairs.

I am responsible to develop a mission statement in line with RID and MRID Bylaws and policies.

I am responsible as a Chairperson to be a dual member of MRID and RID in good standing. Membership cannot be organizational. (Committee members only need MRID membership.)

Yearly budget must be turned in by December 1st of the same year and approved by the Board of Directors.

Chairs serve from January 1st- December 31st. Chairpersons and committee members have the opportunity to serve on the committee as long as they desire.

All committee meeting minutes must be submitted to the Board Liaison, usually the Vice President, who will share with the board and have the secretary include them in the minutes which will also be posted on the website or printed in the newsletter, *The Update*.

Resignation from a chair position must be made in writing to the Board of Directors and fellow committee members.

Upon Resignation, all MRID property must be returned to the MRID Board of Directors.

All committee meeting minutes must be submitted to the Board Liaison, usually the Vice President, who will share with the board and have the secretary include them in the minutes which will also be posted on the website. Minutes are usually due after your meeting. If at any time you are requested for a report, you can state that the committee has nothing to report at this time (If no meeting has taken place upon the request.)

Report form will be sent to each committee chairperson to complete minutes/report and sent to the Board of Directors

Follow best practices in agreement and policies in the Policies and Procedure Manual. I will represent all the people the MRID serves and not a particular interest group.

I agree to the terms above:

Signature: _____ Date: _____

Thank you for your commitment to the Minnesota Registry of Interpreters For The Deaf.

Committee Chairs for Large Groups:

Establishing committee business procedures that meet the needs of their committee. Following information listed in Committee Section.

- ◇ Responsible for submitting a yearly form which the committee includes goals and Directives received from the membership and board of directors including an estimated budget. (See Annual Business Tasks under Committee section)
- ◇ Responsible for developing and submit regular written report/minutes and submitting to Vice President before board meetings. Contacting the President should the committee wishes to present an oral report or request. These reports and or minutes will be posted on the MRID website and the Secretary will forward them to the RID National Office.
- ◇ Submits an annual report to be included in the Annual Business Report/Book for the Fall Conference.
- ◇ Submits reports/articles for the MRID newsletter, the *Update*.
- ◇ Responsible for setting up meetings for committee as needed
- ◇ Responsible for attending special board meetings or having a designated person from the committee as needed (For example, when the committee is planning a conference)
- ◇ Submits all recommendations to the board for any policies changes or new ideas
- ◇ Notifying Board of Directors in writing when resigning and who will be taking their place
- ◇ Turning over all MRID information to Board of Directors or new chair upon resignation
- ◇ Recruiting members and welcoming members to join the committee should they wish

Committee Chairs for Small Groups

Some Committees function well as a smaller group or as one person. The person(s) involved in these committees generally need to follow the same as listed for committee chairs of a larger group.

Below are a list of those committees that may have more specific duties and responsibilities:

Nominations

This committee is responsible to gather names of persons running for election of a board position They will share information of the board position the person has chosen to run for. To be elected to a board position, there is a list of criteria that must be followed:

1. The candidate must be a member of good standing with RID and MRID throughout the duration of the term.
2. The candidates running for President or Vice President require RID certification, which must be maintained throughout the duration of the term, and must have a minimum of 5 (five) years experience in the interpreting field.
3. The candidate must attend regularly scheduled board meetings. The board meets a minimum of 6 (six) times a year. If necessary, special meetings may be called. Board meetings generally take place on Saturdays.
4. The candidate must attend both MRID Fall Conference and Spring Event/Conference.
5. The candidate must sign a Board Statement of Agreement.

6. Should a candidate hold a MRID committee chair position, they will need to step down while they reside on the board.

Duties Include:

~ The committee convenes once a year (few months before prior to the Annual Fall Conference) to seek out candidates who would be willing and capable to serve on the MRID Board of Directors. The President seeks out a Nominations Chair in July.

~ Works with the President to post announcement for those members interested in running for board positions that will be elected during the Annual Board Meeting. The meeting is usually held in conjunction with the Fall Conference (July) and is posted on the MRID website and the list-serves up until elections.

~ Fields questions from potential candidates about board position duties, responsibilities and eligibility requirements. (See Board Duties and Responsibilities/MRID Bylaws)

~ Solicits biographies from potential candidates that will be published for voting members to review it at the Annual Fall Conference/Business Meeting.

~ Prepares information for open board positions at Annual Fall Conference/Annual Business Meeting including contact information of chairperson should nominees have questions.

~ Although nominations can be accepted from the floor during the election portion of the Annual Fall Conference/Annual Business Meeting, the chair works with the president to prepare the slate of officers.

~ Presents slate of officers during the Annual Business Meeting.

Public Policy Committee:

Publications:

Website

The person managing the website (Webmaster) is responsible for the design of the site and also monthly maintenance, some duties include:

1. Add minutes from Freelance Committee
2. Add minutes from MRID Board
3. Remove last month
4. Add any new calendar events sent in.
5. If new event comes with a flyer make it to a pdf and set a link to it.
6. Add any job postings
7. Answer or direct e-mail that comes in regarding the web site or MRID questions.
8. Update Presidents Corner (if the MRID President gives you an article)
9. Work with all events planning committees to be sure web site registration is ready when flyers go out.
10. Add special events when necessary (i.e. fund raisers)

The other responsibility of being a Webmaster is maintaining **GOOGLE CART**. Duties include as follows:

1. Set up Membership registration form
2. Set up Mid Year registration form
3. Set up Fall Conference registration form
4. Set up Camp ASL registration form
5. Set up Other MRID Sponsored events registration (i.e. StoryBlend, Night in the ER)

6. Accept and create pdf of incoming receipts
7. Send quarterly reports to MRID Treasurer in regards to Member Clicks
8. Send registration and payment receipt to:
 - a. Membership Committee
 - b. Mid Year Committee
 - c. Fall Conference Committee
 - d. Camp ASL Committee
 - e. A copy of all of the above goes to the MRID Treasurer
 - f. Site Registration
 - g. Attendee Registration
 - h. Summary Evaluation
 - I. Out-State Registration
 - j. Collate all responses and send it to the CEU Committee. Many extra things are added to the web at this time
 - k. Call for Interpreters
 - l. Call for Student Reps
 - m. Any special thing that the Fall Conference Committee requests
 - n. Delete old board member and add new member with pictures and e-mail addresses
 - o. Add new Directory of Members

MRID ANNUAL EVENTS

Annual Fall Conference

The MRID Fall Conference is held in October every year. This event is a series of workshops and seminars for professional development of interpreters throughout Minnesota.

The Fall Conference also serves as a platform for special recognition of members who contribute to the field. In addition, the annual Business Meeting conducted by MRID Board of Directors is held in conjunction with the MRID Fall Conference.

The conference location changes annually with every-other-year being held in the Twin Cities Metro Area and then rotating the remaining years between Central Minnesota, Northern Minnesota and Southern Minnesota.

Annual Spring Conference/Event

MRID Spring Conference/Event takes place every spring in the Twin Cities Metropolitan area. It is a venue for MN interpreters to reconnect with others in the field and take advantage of professional opportunities. CEU's may be offered for this conference/event.

Camp ASL

Camp ASL is a three-day silent immersion weekend event held in Northern Minnesota every spring that promotes the enhancement of ASL skills. Camp ASL also provides opportunity for all participants to interact with each other during structured and free activities. CEU's may be earned for this event.

MRID ANNUAL AWARDS

The MRID President's Award

The President's award is given to an individual who has assisted and/or supported the President and/or the Board of Directors in various ways during the year. The Standing President makes the selection and presents the award during the Annual Fall Conference.

The MRID Outstanding Organization of the Year Award

The Outstanding Organization of the Year Award is given to an organization for their extraordinary contributions to the field of interpreting. Recommendations for this award are accepted from the general membership and the MRID Board of Directors chooses the recipient. The MRID standing President presents this award to the organization during the Annual Fall Conference.

The MRID Outstanding Member of the Year (M.O.T.Y) Award

The MRID Outstanding Member Award is presented to one interpreter in the field who has contributed to the profession throughout his/her time in the field. The Two past year's recipients chooses each outstanding member. Recommendations from the general membership can be given to those deciding. M.O.T.Y is honored at the MRID Annual Fall Conference.

Criteria:

1. The Candidate must be an active member of MRID for at least 5 (five) years.
2. The Candidate made outstanding contributions during the previous 3 (three) years.
3. The Candidate has given a substantial amount of their own time and/or resources (not while on another job) to MRID work.
4. The Candidate has achieved something that substantially contributes to upgrading and/or improving the interpreting profession in Minnesota and/or nation.

MRID SCHOLARSHIPS

MRID offers a variety of annual scholarships that encompass the diverse membership of the MRID.

To date the MRID scholarships have been under utilized and outdated. The scholarships need to be revised to encompass the diverse groups of interpreters who are MRID members. In doing so, they will have the opportunity to enhance their continuing education in the profession of interpreting.

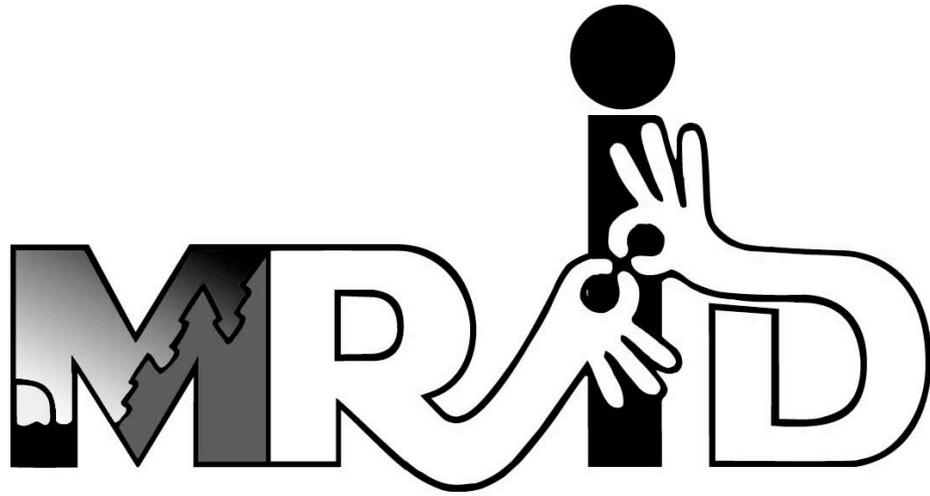
Based on membership feedback and the Board of Directors responses to recommendations presented during 2009, a motion was made at the Fall Conference Annual Business Meeting to establish a task force to investigate feasibility of updating the MRID scholarships. The MRID 2010 Spring Event/Conference will present final recommendations to the MRID Board of Directors for final approval.

The current scholarships are:

Pioneers Scholarship~ Pertains to help paying tuition for ITP students

Mentorship Scholarship~ pertains to paying for mentors- Deaf or Hearing

Educational Scholarship~ pertains to paying for certification testing



GENERAL POLICIES

General Policies

Communication/Correspondence Policy

Open communication is important in an organization whether it involves members, committee members/volunteers or board members. Correspondence may take place by letter or email. Protocol for submission of letters should be a standard business letter format and style and the following protocol should be followed for submission of email:

- Send messages relating to only one topic, with the “Subject” clearly stating what the message is pertaining to
- Keep one subject per email. Create a new email for each separate topic and be alert as to not respond to something different in the same email
- Read all messages on a single topic before responding
- Respond to all if the discussion is occurring among all participants
- In your response, include only the relevant parts of the original message, rather than the entire body of the original message.
- When an inquiry for information or action is sent to the board, discussion should take place and the appropriate person should respond. The President or designated board member will then send one response to the requester.
- Remember that emails may be forwarded without your consent so you need to respond where anyone who reads it will not be offended.
- The President will forward information received from the RID National Office, Board of Directors, or Regional Representatives to the rest of the MRID Board or membership.

Board Communication Policy

Each board member has unique insights, experiences and talents to share. The board collaborates to reach the best decision for all involved. The president has the final authority of all appointments and decisions of the organization and the same information must be relayed to the committees and members accordingly.

Although the Vice President coordinates communication and serves officially in the capacity as liaison between the committees and the BOD, each member is a liaison in providing an open line of communication. Any suggestions, questions or concerns must be brought to the entire board before a response is given on behalf of the board. Should this be a confidential matter, the liaison has the authority to discuss only with the president and the president ex-officio. Should any member including a board member bring a motion forward, the motion needs to be presented to the entire board with rationale. The president calls for a second to the motion presented. After the second has been stated, the president calls for any further discussion and then a vote. The president handles the procedures including amendments. Motions may be handled via email per the president’s discretion.

Any discussion for any topic may be handled via email per the president’s discretion.

Committee Communication Policy

Committees may directly correspond to the MRID Board of Directors through the Vice President. Should another board member receive correspondence from a Committee Chair or member, they should inform them they have received the email and seek a response from the board and someone from the board.

The Vice President is the board/committee liaison. The Vice President will bring forth all necessary correspondence to the Board of Directors and will respond to the committee directly.

Should the committee need to correspond with the Board of Directors they can do so by letter or email. They should include pertinent information such as the reason for the correspondence, the response they are seeking, the date they need a response, and to whom the response should be sent with contact information. If there is a financial request, please check the finance policy. The Committee Chair or designated representative should correspond with the Vice President for committee questions.

List Servs (Needs to be finalized)

Conflict of Interest Policy

The purpose of this policy is for all those involved in leadership positions in MRID to ensure objectivity and integrity while performing their respective duties. For those involved in leadership positions, a trust is established and all conflict of interests, whether real or perceived must be avoided at all times. This also ensures checks and balances within the organization and sees that no individual gains anything personal or professional other than what they are entitled to as prescribed by the MRID while serving in a leadership position. Should a conflict arise (real or perceived) by those in leadership positions be disclosed, the BOD has sole authority to decide if there is a conflict of interest and seek applicable solutions. This may include recusal or resignation of those who are directly involved. (See Board of Directors- General Information for BOD Conflict of Interest.)

Accessibility Policy

All MRID meetings and functions must be accessible per the Americans with Disabilities Act. This includes wheelchair access and requests for interpreters. Two weeks notice must be given to the planning committee of the particular meeting/conference.

Volunteer Interpreting Policy (To be finalized)

These guidelines were prepared by the Minnesota RID Interpreter Referral Committee, and approved by the MRID Board.

MRID appreciates agencies that are actively seeking funds and advocating for interpreting services.

There is numerous times during an interpreter's career that she/he may be asked to volunteer her/his services. This is often a difficult decision to make, and certainly not always a "black and white" decision. The final decision whether or not to accept a volunteer interpreting assignment ultimately is made by the interpreter her/himself. It is an individual decision, and blanket rules are hard to find. We would like to offer, though, some guidelines that will help the interpreter more clearly evaluate the situation, and therefore, hopefully make the most professional decision possible.

From *Introduction to Interpreting*, under the Code of Ethics, it reads:

Interpreters Translators shall request compensation for services in a professional and judicious manner Guidelines:

There are circumstances when it is appropriate for interpreter/translators to provide services without charge. This should be done with discretion, taking care to preserve the self-respect of the consumers. Consumers should not feel that they are recipients of charity.

When providing gratis service, care should be taken so that the livelihood of other interpreters will be protected. A freelance interpreter/translator may depend on this work for a living, and therefore must charge for services rendered, while persons with other full-time work may perform the service as a favor without feeling a loss of income.

To add to the guidelines presented by RID, MRID would like you as the interpreter to consider these points:

1. Is the hiring agency responsible for the fee? Are they legally bound to make their program accessible to person with disabilities through 504, PL 94-142, ADA or other pertinent laws, both state and/or federal?
2. Have all possible funding sources and options (fee reduction) been explored?
3. Does volunteering for a specific assignment detract from or undercut the freelance interpreters who make their livelihood from the same kind of work?
Is this interpreting assignment within my skill level? Taking an interpreting assignment beyond your skill level is not appropriate.
4. How much time is involved? What is the goal and intent of the parties involved? Could this be a "start-up project" that could lead to some long term funding and interpreting services being provided by this agency or business? If yes, then volunteering your time could be appropriate.
5. Could some exchange of services be considered. (i.e. tickets to a performing arts event, a personal contribution to a cause or organization).

Additional Consideration: The adherence to the Code of Ethics and one's professional standard remain the same for volunteer assignments as for a paid assignment.

Computer Policy

All MRID computers shall be used for MRID business only. Only Software or files related to MRID business may be added to the computer's hard drive. Other board members may request the use of the MRID computer for MRID business. All care should be taken to protect the computer. This means no eating or drinking in the location that could damage the computer if an accident does occur.

Email Protocol Policy

Communication between state boards is facilitated by the use of email. However, in order to maximize its efficiency and minimize its negatives, the following protocol is suggested for communication between members of the board of directors. All of this recognizes that members will be at different locations on the technological learning curve.

1. Send messages relating to only one topic, with the "subject" line clearly stating what the message is pertaining to.
2. Read all messages on a single topic before responding.
3. Respond to all board members if it is a discussion occurring among the board.
4. In your response, include only the relevant parts of the original message, rather than the entire body of the original message.
5. When an inquiry for information or action is received, the board should discuss the issue amongst themselves first. The President or designated board member, will then send one response to the requester(s).
6. Emails are one type of board correspondence and confidentiality is imperative. Email correspondence between board members and any attachments are confidential and privileged information for the use of the BOD only. Any review, disclosure, dissemination, distribution or copying is prohibited of the email or its contents.

7. Remember that the messages can be forwarded without the knowledge of the author. Treat any email message you would a postcard. Don't write anything you would not be comfortable having unexpected eyes read.

8. When forwarding messages, CC the original author to alert them.

9. The President will forward information received from the RID National Office, Board of Directors, or Regional Representative to the rest of the MRID board.

10. Motions may be made and passed via email. However, there must be consensus and any one request for face-to-face discussion requires that the motion be held over until the next board meeting. Motions passed over email are included in the next month's minutes as the first motions, with a notation that they were passed via email. (Ex: Motion 97:11-1 Be it moved that MRID allocate up to \$300.00 for the purchase of Twinkies for the next board meeting. (MSP Seaman/Villinski-email)

11. If any board member does not have email, hard copies of correspondence should be sent to this person and use of email for board discussions should be limited. Any board motions via email require a phone call to the person without email.

12. Requests for membership information through our web page or MRID's email address should be forwarded to the chair of the Membership committee or the designee of that committee.

13. In order to keep up with the technological innovations, this protocol should be updated yearly.

Membership Mailing List/Label Distribution Policy

Members will be asked to inform the membership committee of all changes including any information they wish to be confidential and not shared. They will be able to access membership information via the MRID website. An \$85 fee for all requests will be assessed that does not pertain to an MRID sponsored event.

Use of Stored MRID Equipment, Materials and Information Policy

All stored MRID equipment materials and information, may be accessed with permission of the Board of Directors. (See the storage section under General Board Business)

Alcohol Policy

Although alcohol may be served at MRID functions, it cannot be purchased with MRID funds. Alcohol that is donated for the purpose of silent auctions is prohibited under Minnesota State Law as well as some city ordinances.

MRID Finance Policy
Section I
Budgets

Each committee will submit a budget for the upcoming fiscal year at the first meeting following the Annual Business Meeting. Committee budgets are funds that the committee expects to spend to administer their committee activities. Committee budgets should include expenses for items such as:

- A. Supplies, (paper, stamps, printer ribbons, pens, staples, etc.)
- B. Business equipment, (laptop, LCD, printer etc.)
- C. Calls to presenters for events should be budgeted within the specific event budget. Phone calls, calls to other committee members outside the local Calling area, and to board members outside the local calling area)
- D. Events & Presentations: The committee should do its best to provide a proposed budget for the upcoming years events planned and administered by that committee.
 - i. The event budgets should contain all expenses related to that event.
 - ii. Mileage: Members can be reimbursed for mileage *if requesting* such. MRID reimburses member volunteers at the IRS rate per mile for *MRID purposes only*. Members are encouraged to write mileage off as a tax deduction under charitable contributions on their taxes. Note: The IRS will credit mileage at the IRS rate per mile. It is illegal to deduct the mileage from your taxes and request reimbursement from MRID for the same miles.
 - iii. Members can be reimbursed for mileage *if requesting* such. MRID reimburses member volunteers at current IRS rates *for MRID purposes only*.
 - iv. In-kind donations of time, items, and mileage should be estimated, and included in the budget. (See budget sample) Donated expenses can be used for providing valuable information when seeking grants and sponsorships.
- E. Reimbursements: It is the policy of MRID to reimburse member volunteers for general expenses that are accrued doing MRID activities such as highlighted above.
 - i. A reimbursement form must be filled out completely, (name, address, city, State, zip, and phone), along with the signature of the approving committee chair, and accompanying receipts.
 - ii. The MRID board reserves the right to determine if a reimbursement does or does not meet the requirements for an MRID expense.
 - iii. Reimbursements are monitored by the MRID board through the treasurer and auditor to determine if the reimbursement policy is being abused.
- F. Budget Proposal Sample: (see budget policies appendix A)

Section II
Use of MRID Funds
Board of Directors

The Minnesota Registry of Interpreters for the Deaf is a non-profit 501 (c) (3) organization. MRID is listed with the state of Minnesota and the Internal Revenue Service as a charitable organization. Donations to MRID are tax deductible. Purchases made by the organization are not taxable.

All income and expenses are reported annually to the Minnesota Department of Revenue and the Internal Revenue Service. As a charitable organization MRID is not allowed to lobby the legislature or its representatives. (See Article(s) VI and VII of the Articles of Incorporation)

- A. The MRID Treasurer is authorized to pay annual recurring fees as they come due:

1. Affiliation, P.O. Box, Storage Space, Bulk Mailing and Publishing
 2. All other organizational expenses require prior approval and authorization from the President or the full BOD.
 3. Scholarships payments shall be made with board approval and in accordance with the guidelines set forth in the Scholarship Section of the PPM.
 4. The treasurer shall report to the BOD the monthly expenses of the organization. He/she shall also report on the ability of the organization to continue its activities at the level of expenditures vs. income it is running at least quarterly.
- B. Board of Directors expenses: The MRID Board of Directors is entitled to reimbursement of expenses accrued while enacting MRID business. These expenses include but are not limited to the following:
1. Mileage at the rate of current IRS rate per mile for any business conducted on behalf of MRID as an active board member.
 2. Reimbursement for any supplies needed to carry out the duties of their respective board position.
 3. Conference Fees: Since board members are required to attend both Fall conference and spring event/ conferences their registration fees will be waived by the respective committees. Mileage and lodging will also be reimbursed.
 4. The President of MRID is entitled to reimbursement of expenses for attending RID National, RID Region III and RID Region III Affiliate Chapter Conferences. Region III Affiliate Chapters waives the conference registration fee for visiting Region III Affiliate Chapter Presidents for their conferences per the Region III Presidents Council.

Section III Use of MRID Funds Committees

A. Committee Expenses.

1. All committees are expected to submit a budget for the following years projected expenses. (See above for details) In addition committees may request from the MRID board, funds beyond their projected budget that accompany a non-budgeted event that is open to all MRID Members.
2. Requests should be made far enough in advance so that the board is able to discuss at a board meeting and decide if the request is approved.

B. Committee Funds

1. All funds raised by the committees belong to the organization.
 - a. Every effort should be made to be inclusive of all MRID members to participate in MRID committee sponsored events.
2. ***Alcohol cannot be purchased with any MRID funds. Alcohol cannot be sold as a silent auction item.**
3. Money allocated must be used for committee activities and events. *All MRID committees must adhere to MRID By-laws, and guidelines, and federal laws (attached) when planning activities.*
4. The MRID board reserves the right to decline funding requests, or to advise the treasurer to not pay for an unacceptable reimbursement request.
5. MRID cannot make checks out to MRID members in advance to pay for event deposits, or projected costs.
 - a. Members can be reimbursed for these expenses or
 - b. The treasurer can pay the event host through an invoice or receipt.



Minnesota Registry of Interpreters for the Deaf (MRID)

No Tolerance Policy: Statement on Violence and Inappropriate Behavior

This is MRID's commitment and resolve to provide a safe and violence free environment for all members or visitors.

MRID affirms that every MRID member or visitor should be treated at all times with dignity, respect and fairness. No one should have to experience an atmosphere of fear and intimidation. MRID representatives will take responsibility for taking action that is necessary to deal with these issues when reported. There is no excuse for and will be no tolerance of violence or threats of violence at any level and there is no excuse for and will be no tolerance of harassment, intimidation, treats or bullying by any one.

Board and Committee Functions

MRID Board and Committee meetings, subcommittee meetings

1st Offense: MRID member or visitor will be removed immediately from the meeting. The person will meet with the committee chair to discuss expected behavior and group norms. The meeting must have occurred before the person is allowed to attend the next meeting.

2nd Offense: The MRID member or visitor will be removed immediately from the meeting. The person will meet with a board representative and person must fill out (an action plan, an agreement, a conflict resolution form). The meeting must happen before the person is allowed to attend the next meeting.

3rd Offense: The MRID member or visitor will be removed immediately from the meeting. And dismissed from the committee for one (1) year.

4th Offense: The MRID member or visitor will have their membership revoked for a (1) year.

5th Offense: The MRID member or visitor will have their membership permanently revoked.

General Functions

1st Offense: MRID member or visitor will be removed immediately from the function. The person will meet with the function chair to discuss expected behavior and group norms. The meeting must have occurred before the person is allowed to attend a future function.

2nd Offense: The MRID member or visitor will be removed immediately from the function. The person will meet with a board representative to discuss expected behavior and group norms. The MRID representative and person must fill out (an action plan, an agreement, a conflict resolution form). The meeting must happen before the person is allowed to attend a future function.

3rd Offense: The MRID member or visitor will be removed immediately from the function and suspended from future functions for one (1) year.

4th Offense: The MRID member or visitor will have their membership revoked for one (1) year.

5th Offense: The MRID member or visitor will have their membership permanently revoked.

Complaints and investigations will be kept as confidential as possible.

Retaliation

False Complaints

Report a complaint to:

Committee Chair or Co-Chair

Board President

Board Vice President

MRID Cash Policy

At any event that cash is collected it must be put into an envelope and signed on the front with the amount. The envelope is given to the Treasurer or a BOD member. The officer needs to sign next to the cash amount accepting the responsibility of giving it to the Treasurer for deposit. In the event that there is no board member, a MRID member can sign the envelope, seal and send it to the Treasurer for deposit.

Steps:

1. Collect Cash
2. Put in envelope
3. Write amount on envelope and sign it
4. Give it to (2nd person) board member, if none then hand to MRID membership
5. Second person signs, seals and sends it to the Treasurer