**JOB DESCRIPTIONS FOR**

**HITA OFFICERS AND DIRECTORS**

**2018**

* President
* Vice-President
* Treasurer
* Secretary
* Director of Professional Development
* Director of Social Events
* Director of Public Relations
* Director “at Large”

**Introduction**

These job descriptions are being updated in 2018 (from the original ones provided in the Fall of 2010), so as to advance the objectives of the Association.

The HITA Board is required by its documents of incorporation to have the following four perma­nent offices: President, Vice-President, Treasurer and Secretary.

The Board also has the authority to create other directors to meet the specific needs of the Asso­ciation. Each of these descriptions can, and should be, adapted to meet the interests, strengths, and aspirations of future HITA members, as well as the changing legal and business environment.

The HITA board members should share the following:

* Belief in the goals of the Association and an interest in the future of the translation and interpreting professions;
* Attendance at most meetings, including: quarterly Board meetings, social and networking events, conferences, Translation Day and year-end celebrations;
* Develop goals and participate in the strategic planning and other organizational planning activities in collaboration with other Board members;
* Flexibility and willingness to do whatever it takes for HITA to meet its goals;
* Serve as an engaged and involved team member, supportive of the varied experiences and perspectives of internal and external colleagues;
* Work with the rest of the Board of Directors to ensure that decisions are made to further the Association’s aims;
* Share the duties of answering the Association’s cell phone, on a rotating basis, and
* Carefully keep all documents and Board meeting minutes and other files up-to-date in the event of an investigation of HITA as a non-profit Association.

Not every member needs to have the following abilities, but the Board also needs at least a few members with:

* Superior written and spoken communication skills;
* Knowledge of budgeting/financial management;
* Organization skills, able to plan and execute tasks with an attention to detail; and
* Proficiency with Microsoft Office applications, familiarity with the Internet, web pages, publishing, and other computer applications.

**President**

**Summary:** The President has the overall responsibility for the guidance and direction of the Association. The President represents the organization to the general public and works with the Board and other volunteers to achieve their goals.

**Primary responsibilities:**

* Keep members informed of Association activities;
* Set the Agenda for each Board meeting;
* Preside at the general meetings;
* Designate an Election Supervisor;
* Be in liaison with other professional associations, local government, colleges and universities;
* See that the Association Bylaws are followed, including calling quarterly Board meetings and arranging Board elections;
* Together with the Treasurer, be responsible for the Association’s financial and legal obli­gations, including bank accounts, filing of documentation to maintain tax status, etc.
* Recruit and develop board members and other volunteers; and
* Handle or assign other duties not specifically designated to other Board members.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice-President**

**Summary:** The Vice-President assists the President and the other Board members in coordina­ting all business. The Vice-President is specifically responsible for Membership and for networking events. This position also assumes the duties of the President, should this person be incapable of meeting their obligations.

**Specific responsibilities:**

* Design and implement programs to recruit new members;
* Provide service to current members; for example, password changes
* Plan and promote networking events, to allow HITA members to interact with other pro­fessionals;
* Call on former members to see why they have chosen not to continue in the Association;
* Help the Web Editor, if needed;
* Manage the HITA Forum: invite new members and moderate discussions; and
* Advise members of networking and other opportunities;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer**

**Summary:** This position is primarily responsible for the financial assets and records of the Association, and for meeting its legal obligations to its members and to the authorities.

**Essential duties and responsibilities:**

* Throughout the year, shall prepare quarterly or monthly financial reports, provide copies of these to the Board, and ensure that HITA is operating within monetary limits;
* Go to Post Office to pick up HITA mail twice a week. Sort and re-route mail as necessary;
* Check membership status of all members and send reminders to those whose mem­berships are about the expire. This should be done automatically by the HITA web site to each member. After that, it becomes the member’s responsibility to pay the dues on time;
* Collect payments (checks or PayPal payments) from new and renewing members;
* Update on line information made for new and/or renewing members once payment has been received;
* Move Applicants to Current Members once payment has been received;
* Transfer PayPal money to bank account; deposit all checks to bank account; manage the bank account; reconcile bank account statements every month;
* Pay all outstanding invoices; pay all yearly or individual bills relating to the operation of the HITA web site, with all the various partial providers;
* Prepare HITA tax statements for federal and state agencies by the required deadlines; prepare a Profit and Loss Report for the January Quarterly meeting and inauguration of new Board members.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary**

**Summary:** This Board member is responsible for all the collective “memory” of the Association, as well as maintaining the records of membership and activities.

**Essential duties and responsibilities**

* Retain all written and electronic correspondence;
* Prepare and distribute the Board meeting minutes;
* Keep track of attendance at quarterly meetings, seminars, educational events, etc.;
* Issue certificates of membership, attendance and appreciation (when requested);
* Help with registration for workshops and seminars;
* Maintain and issue member name badges at formal meetings;
* Assist with Quarterly Meetings, where needed;
* Set up Conference Call for Board Teleconferences; and
* Manage and keep HITA assets: table, tablecloth with logo, display materials, files and records.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director of Professional Development**

**Summary:** The Director of Professional Development is responsible for planning, promoting and executing programs to serve the professional development needs of HITA’s mem­bership, including translators, court interpreters, medical interpreters, and industry new­comers. The Director supports the aims of the association by delivering professional development content to members in response to identified needs. The Director is also responsible for program planning, project management, and budget and financial management for all HITA’s educational events.

**Essential duties and responsibilities:**

* Coordinate and manage the process of the development of ongoing professional educa­tional plans;
* Ensure smooth planning and implementation of all activities together with the HITA Board’s quarterly meetings;
* Establish and maintain professional working relationships with other industry organ­izations such as the American Translators Association in order to foster opportunities for collaboration;
* Stay current on knowledge of state-of-the-art methods and best practices related to the professional development delivery mechanisms and programs;
* Develop and maintain budgets for all professional development events that the Board will vote on;
* Help identify external funding opportunities to support new professional development programming, if necessary.

**Qualifications:**

* Knowledge and understanding of professional/career development issues and programs within the language industry;
* Excellent oral, written, and interpersonal skills including effective presentation and meeting facilitation skills;
* Knowledge of budgeting/financial management;
* Organize, able to plan and execute tasks with an attention to detail; and
* Proficient with Microsoft Office applications

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director of Social Events**

**Summary:** The Director of Social Events is responsible for planning, promoting and executing social events to allow HITA’s members the opportunity to network and meet. The Director supports the aims of the Association by promoting networking amongst members in a fun, conveniently located environment. The Director is also responsible for venue scouting, event hosting and budget and financial management for all HITA’s social events.

**Essential duties and responsibilities:**

* Promote and coordinate all HITA’s social meetings;
* Promote and coordinate the Annual HITA Holiday (End of Year) Party;
* Provide catering for HITA events, including, but not limited to, the Board’s quarterly meetings;
* Ensure smooth planning and implementation of all social activities; and
* Develop budgets for all the social events and catering needs.

**Qualifications:**

* Knowledge and understanding of principles and catering and event planning; and
* Creativity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director of Public Relations**

**Summary:** This individual will be responsible for raising awareness of the Association, as well as the interpreting and translation professions, among the general public and potential clients and members.

**Essential duties and responsibilities:**

* Coordinate the Association’s public relations programs;
* Promote HITA and the translation and interpreting professions through public awareness activities;
* Improve visibility of the Association and the translating and interpreting professions in the Houston business and media community;
* Field inquiries from the press and public. When appropriate, write and distribute press releases;
* Maintain contact between the Association and the public;
* Represent the Association at community projects;
* Respond to media inquiries about the profession and industry;
* Advise the ATA Board on internal communications and public relations;
* Cultivate and maintain contacts with journalists; and
* Arrange for promotional materials, such as business cards, pens, clothing, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director “at large”**

**Summary:** The purpose of the Director “at large” position is to provide an opportunity for a member to serve on the Board, without necessarily being responsible for a particular set of duties. They will assist other directors when needed, and may run for a vacant position on a future board.

Houston Interpreters and Translators Association – HITA

P.O. Box 801793 – Houston, TX 772280-1793 – Telephone: 281-731-3813

For general inquiries, write to [membership@hitagroup.org](mailto:membership@hitagroup.org)

HITA is an affiliate of the American Translators Association