

**Manitoba
Association of
Visual Language Interpreters
(MAVLI)**

Policies and Procedures Manual

MAVLI's Mission Statement:

To promote the Visual Language Interpreting profession through ongoing advocacy and education.

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Policies and Procedures

1) Communication

A) Board Communication

- 1) Letters are to be written in a professional letter format on official MAVLI letterhead with copies provided to the Secretary.
- 2) Letters and advertisements must be proofread and receive approval from the Board prior to mailing or distribution.
- 3) Professional language is to be used in all Reports.
- 4) Reports are to be written in the same format as used by AVLIC.
- 5) Reports for board meetings must be sent electronically to the Secretary and the Board no less than one week prior to each Board meeting.
- 6) Communication among Board members may occur by telephone, in writing, or electronically.
- 7) Board members and representatives are required to keep MAVLI members informed of their activities at general meetings, reports in the quarterly newsletter or via the phone tree/email distribution list.
- 8) Any goals and activities planned by the Board or its representatives must be discussed and approved by the Board before being implemented.

B) Membership Communication

- 1) Members are encouraged to communicate with the Board.
- 2) Written correspondence from members shall be filed by the Secretary.
- 3) Members can expect to receive replies to their communication with the Board within two weeks.
- 4) Members are strongly encouraged to contribute to the MAVLI newsletter and participate in business meetings.
- 5) Members can expect to receive the MAVLI quarterly newsletter.

C) General Communication

- 1) Any correspondence from external organizations or interested parties will be dealt with in a timely manner.

2) Membership

A) Responsibilities of Members

- 1) Members are encouraged to discuss issues as they arise.
- 2) Members are encouraged to become involved on committees.
- 3) Members are responsible for keeping their membership dues up-to-date.
- 4) Members are responsible for notifying the Membership Chairperson of any changes of information.
- 5) Members are expected to stay abreast of MAVLI business.
- 6) Members are expected to uphold MAVLI's goals.

- 7) Members are expected to pursue professional development opportunities.
- 8) Members have the right to attend Board meetings.
- 9) Members are asked to complete a questionnaire for MAVLI's database.

B) Additional Responsibilities of Active Members

- 1) Active Members are encouraged to participate in Annual General Meetings.
- 2) Active Members are encouraged to vote in person or by proxy at the AGM.
- 3) Active Members shall uphold the AVLIC Code of Ethics and Guidelines for Professional Conduct.

C) Termination of Membership

- 1) Any member may withdraw from MAVLI by:
 - (a) Sending a written resignation to the Secretary.
 - (b) Not paying their annual dues.

n.b. Anyone holding dual-membership who has membership in AVLIC revoked upon the conclusion of involvement in the AVLIC Dispute Resolution Process will automatically have her MAVLI membership also revoked.

D) Discipline of Members

- 1) Any member found to have violated the AVLIC *Code of Ethics and Guidelines for Professional Conduct* shall not represent herself as a MAVLI member.

3) Finances

A) Sources of Revenue:

- 1) Membership dues
- 2) Fundraising activities
- 3) Donations
- 4) Professional Development opportunities; i.e., workshops

n.b. Receipts will be issued for all transactions generating revenue.

B) Expenditures

- 1) Requests of financial support for interpreter-related events; e.g., travel costs, or conference registration fees, shall be considered on an individual basis by the Board. Approval of requests will be subject to MAVLI's financial situation.
- 2) Original receipts for expenses must be submitted to the Treasurer for reimbursement.
- 3) All expenses over \$100.00 require Board approval.

C) General Financial Information

- 1) The President and the Treasurer shall be the signing officers for all MAVLI contracts and bank accounts. The Vice-President or the Secretary shall be named as an alternate signing authority.
- 2) A \$20.00 fee will be levied to cover the cost of NSF cheques.

4) Meetings

A) Board Meetings

- 1) The minutes of all Board meetings shall be distributed to the Board.
- 2) The format for minutes of the AGM and Board meeting shall similar.
- 3) The minutes from all Board meetings shall be available to the members of MAVLI upon request at no cost to them.

B) Annual General Meetings

- 1) Every MAVLI AGM shall deal with the following:
 - (a) Minutes of the preceding AGM
 - (b) Annual Reports from the Board and its representatives
 - (c) Financial statements
 - (d) Election of officers

5) Administration

A) Board Responsibilities

- 1) Should an elected officer not be fulfilling their duties and thereby affecting the day to day operations of MAVLI, the Board will discuss the problem with the person involved and may recommend a new person be appointed.
- 2) Resignation from a Board position must be submitted in writing to the President.
- 3) MAVLI records as required by law or the By-laws shall be maintained by the Executive Officers of MAVLI.
- 4) Documents requiring MAVLI authorization shall be signed by the appropriate Officers as approved by the Board.
- 5) The Board will archive the following documents for a minimum of seven years:
 - (a) All financial records
 - (b) Constitution and By-laws
 - (c) Policies and Procedures Manual
 - (d) AGM minutes
 - (e) Board meetings minutes
 - (f) Processed membership applications forms
 - (g) Publications of the MAVLI newsletter
 - (h) Position papers produced by MAVLI
- 6) The MAVLI Board and its representatives will host and attend an annual retreat.
- 7) The *Policies and Procedures Manual* will be reviewed regularly by the Board.

Duties of all MAVLI Board Members

- A) Duties of every MAVLI Board Officer and Committee Chairperson
- 1) Be a member in good standing of both the Manitoba Association of Visual Language Interpreters (MAVLI) and the Association of Visual Language Interpreters of Canada (AVLIC).
 - 2) Be aware of current issues affecting the profession.
 - 3) Represent the interests of MAVLI.
 - 4) Present a positive image of MAVLI.
 - 5) Conduct MAVLI business professionally.
 - 6) Work cooperatively with government agencies, professional associations and the community at large.
 - 7) Participate in and promote MAVLI events actively.
 - 8) Attend annual Board Retreat to set goals and create an action plans for the coming year.
 - 9) Orient new Board members fully.
 - 10) Maintain accurate records and documentation for individual portfolio.
 - 11) Attend scheduled Board meetings and report on activities to-date.
 - 12) Maintain an e-mail account for regular communication between Board members.
 - 13) Submit a report via e-mail to the Secretary one week prior to each scheduled Board meeting.
 - 14) Provide a report to the Secretary for the Annual Report.
 - 15) Submit regular quarterly newsletter reports as well as a minimum of two newsletter articles per two-year term.
 - 16) Provide a copy of announcements and advertisements to the Public Relations Chairperson for inclusion on the website and to the Newsletter Chairperson for publication in the quarterly newsletter.
 - 17) Respond to correspondence in a timely manner.
 - 18) Recruit members to committees as necessary.
 - 19) Obtain approval from the Treasurer prior to any expenditure over \$100.00.

B) Duties of the President

- 1) Preside at all general and special meetings of MAVLI.
- 2) Work with the Vice-President to plan the annual retreat which establishes goals and provides direction for Board portfolios.
- 3) Ensure that all orders and actions of the Board are carried out.
- 4) Be ex-officio to all committees so as to provide guidance, direction and cohesion.
- 5) Delegate duties to Board members as they arise.
- 6) Plan the Annual General Meeting with the Board members.
- 7) Review By-laws, Policies and Procedures annually and recommend necessary changes.
- 8) Work with the Treasurer to maintain Corporation status.
- 9) Work with the Treasurer to arrange signing authority for disbursements.
- 10) Take corrective action with Board members as necessary.
- 11) Act as a liaison with the Deaf community, government agencies, AVLIC and Presidents of AVLIC's affiliate chapters.
- 12) Represent MAVLI at AVLIC conferences and Chapter Presidents' meetings.
- 13) Submit report regarding MAVLI to the AVLIC Newsletter.
- 14) Work closely with the Vice-President to ensure succession planning is in place.
- 15) Select a Board member for the annual President's Award.

C) Duties of the Vice-President

- 1) Work with the President to plan the annual retreat which establishes goals and provides direction for Board portfolios.
- 2) Act as a member of the MAVLI Education Committee (MEC).
- 3) Represent MAVLI at Red River College's AEIP Advisory Committee meetings.
- 4) Attend all AEIP Advisory Committee meetings and update the Board.
- 5) Act as chairperson for all meetings in the absence of the President.
- 6) Work with the Treasurer to arrange signing authority for disbursements.
- 7) Select a MAVLI member for the Vice-President's Award.
- 8) Prepare to assume portfolio of President.
- 9) Undertake additional duties as assigned by the President.

D) Duties of the Secretary

- 1) Arrange location for all meetings.
- 2) Give notice of all meetings to the Board and membership as outlined in the MAVLI By-laws.
- 3) Send out a reminder via e-mail to the Board to submit their monthly and AGM reports.
- 4) Bring a copy of MAVLI By-laws to all meetings.
- 5) Record minutes of all Board and general meetings.
- 6) Edit minutes as necessary.
- 7) Ensure that minutes, indicating actions, are distributed via e-mail within one week.
- 8) Pick-up and distribute mail regularly as needed.
- 9) Maintain up-to-date records of MAVLI business, including correspondence.
- 10) Manage all office supplies and stationery.
- 11) Work with the Membership Chairperson to activate the email distribution/phone tree.
- 12) Develop the Annual General Meeting package.
- 13) Provide an electronic copy of the AGM package to the incoming Secretary.
- 14) Distribute the AGM package to members such that they receive it within the timeline specified in the By-laws.

E) Duties of the Treasurer

- 1) Maintain accurate financial records.
- 2) Arrange signing authority for the Board Executive on the MAVLI account. (Provide a letter to the bank indicating who is to be removed and who is to be added as having current signing authority on the MAVLI account. Ensure necessary signatures are included).
- 3) Ensure that all MAVLI financial documents have appropriate signatures
- 4) Report financial information at each Board meeting.
- 5) Advise Committee Chairpersons of the balance of the committee's budget.
- 6) Strive to maintain a bank balance of \$2,000 and ensure that Board members are aware of the organization's financial situation.
- 7) Create special accounts for ad hoc Fundraising committees.

- 8) Develop financial statements with the Professional Development Chairperson and Fundraising Chairperson after each event.
- 9) Include the financial statement of all events in the quarterly newsletter.
- 10) Send financial documents for annual audit.
- 11) File income tax return with Revenue Canada.
- 12) File Corporations Act return.

F) Duties of the Fundraising Chairperson

- 1) Undertake at least 2 major fundraising events per year with a goal of raising between \$1,000 and \$2,000 per event.
- 2) Establish a committee and delegate responsibilities for all fundraising events and ventures; e.g., “Hat Night Social”, and MAVLI Merchandise.
- 3) Maximize fundraising opportunities at other MAVLI events, e.g., 50/50 draws, rainbow auctions, or merchandise sales.
- 4) Collect and submit monies with a financial report to the Treasurer.
- 5) Submit all invoices for expenditures to the Treasurer.

G) Duties of the Newsletter Chairperson

- 1) Publish MAVLI’s quarterly newsletter and distribute it to all MAVLI members and AVLIC’s affiliated chapters.
- 2) Establish deadlines for each quarterly newsletter.
- 3) Collect submissions from Board members, the membership, and the, community.
- 4) File copies of newsletters from AVLIC’s affiliated chapters and review them for possible articles to be included in MAVLI’s newsletter.
- 5) Work with the Membership Chairperson to maintain an accurate membership address list.
- 6) Maintain necessary office supplies.
- 7) Provide the newsletter in alternate formats; e.g., hard copy, large print, or audio.
- 8) Reprint newsletters as required.
- 9) Send the newsletter to the designated proofreader before publishing.
- 10) Send all advertisements to the Public Relations Chairperson.

H) Duties of the Public Relations Chairperson

- 1) Co-ordinate the AEIP Mentorship program.
- 2) Establish an ad hoc committee to administer the AEIP Bursary.
- 3) Co-ordinate representation for public awareness opportunities such as SMD's ASL Immersion, the Rotary Career Symposium, and Deaf Awareness Week).
- 4) Maintain and update MAVLI's display board.
- 5) Maintain and update MAVLI's brochure and any printed materials that are distributed.
- 6) Maintain and update the MAVLI website.
- 7) Seek advertisements, announcements and information to be included on the MAVLI website.
- 8) Establish ad hoc committees for events and delegate responsibilities.
- 9) Distribute MAVLI information package to Deaf Studies Program students and AEIP students.
- 10) Co-ordinate public relation opportunities with the Professional Development and Fundraising Chairpersons.
- 11) Liaison with the appropriate bodies regarding presentations to ASL classes.
- 12) Maintain and update the MAVLI logo.
- 13) Develop and maintain the MAVLI historical photo album.

I) Duties of the Professional Development Chairperson

- 1) Plan and facilitate a minimum of four (4) professional development opportunities per year. This includes but is not limited to the following:
- 2) Arrange presenters
- 3) Arrange interpreting as needed
- 4) Book an appropriate venue
- 5) Book any required equipment
- 6) Advertise the event
- 7) Activate the phone tree with the Secretary and Membership Chairpersons
- 8) Purchase gifts and cards for presenters as necessary
- 9) Provide receipts to participants
- 10) Collect feedback from each workshop
- 11) Maintain accurate records of attendance, expenses and profit. Provide financial information to the Treasurer.
- 12) Establish ad hoc committees and delegate responsibilities as needed

- 13) Network with Public Relations and Fundraising Chairpersons to maximize exposure at PD events
- 14) Survey the membership's needs annually. This can be done either formally or informally

J) Duties of the Membership Chairperson

- 1) Actively recruit new members.
- 2) Keep an up-to-date membership list.
- 3) Create the phone tree/email distribution list ensuring that it is updated as required.
- 4) Assign phone tree lists to Board members and ensure that they are updated as required.
- 5) Maintain statistical information database.
- 6) Send monthly remittance forms and cheques for dual membership to AVLIC.
- 7) Deposit cheques for membership renewal within 2 weeks of their receipt.
- 8) Send receipts and membership cards to new or renewing members.
- 9) Submit changes of member's address to AVLIC as necessary.
- 10) Provide mailing labels to committees as requested and approved by the Board.
- 11) Mail out membership renewal packages.
- 12) Coordinate recruitment of members in conjunction with MAVLI's AGM.

K) Duties of the MAVLI Education Committee Chairperson

- 1) Provide support and advocacy for interpreters working in educational settings.
- 2) Work as closely as possible with the Educational Interpreting Consultants (EIC).
- 3) Continue to advocate for additional EIC positions.
- 4) Ensure that interpreters working in the educational setting who are not MAVLI members are informed about professional development opportunities; e.g., SAG Day.
- 5) Advocate the "Best Practices of Interpreting" model in educational settings.

L) Representative to the Minister's Advisory Board

- 1) Attend meetings of the Minister's Advisory Board.
- 2) Update the Board regularly.
- 3) Notify the Board of possible meetings with government officials.
- 4) Work closely with the MAVLI Education Committee.

Acknowledgements

The MAVLI Board would like to thank the following organizations:

Association of Visual Language Interpreters of New Brunswick (AVLINB)
Westcoast Association of Visual Language Interpreters (WAVLI)
Maritime Association of Professional Sign Language Interpreters (MAPSLI)
The Ontario Association of Sign Language Interpreters (OASLI)
Sign Language Interpreters of the National Capital (SLINC)

Thank you for allowing us to use your manuals so as not to re-invent the wheel.