



## Responsibilities of IMIA Governance Positions

### The duties of the officers are as follows:

- **President:** conducts the meetings of the association (following Robert's Rules of Order), represents the association to outside individuals and organizations, and serves as an ex-officio member of all committees.
- **Vice President:** takes on duties as assigned by the President and serves in capacity of President when President is not available.
- **Secretary:** keeps the records of the association, and sends out notices and keeps minutes of meetings of the Executive Board and General Assembly meetings in a timely fashion.
- **Treasurer:** Manages the association finances and makes a quarterly report to the Executive Board and an annual report to the association membership noting receipts and disbursements. Treasurer is also an ex-officio member of the Fundraising Committee.

### Duties of The Executive Board

Duties of the Executive Board include proposing and discussing major policy directives for the IMIA before bringing such directives to the entire IMIA membership as is necessary, and making operational and executive decisions about the business of the Association following the policy directives previously established by the IMIA membership. The Executive Board will hear the presentations of the Committee Chairs.

### The responsibilities of an IMIA State Rep are:

- to represent the IMIA members in their state
- to promote the profession and the IMIA organization in their state to non members
- act as a liaison with the IMIA state members and with state organizations interested in language access by forming alliances with these organizations
- moderate periodic conference calls with members (could be bimonthly or quarterly)
- our liaison to keep the board informed of what is happening in Florida
- to attend monthly IMIA state rep meetings via conference call on second Friday of ea month at noon EST
- to attend yearly State Rep face to face meeting at IMIA conference in October
- to agree to a term of two years concurrent with Board elections
- update state page on IMIA website with information relevant to state initiatives and organizations

### The responsibilities of a Division Chair:

- to represent IMIA Division members
- to promote the profession and the IMIA organization to non members
- act as liaison with IMIA Division members and organizations that cater to Division language and culture by forming alliances with these organizations
- moderate yearly face to face yearly meeting at IMIA conference
- moderate periodic conference calls with Division members (could be bimonthly or quarterly)
- update Division page on IMIA website with information relevant to related initiatives and organizations
- to agree to a term of two years concurrent with Board elections