

Interpreting Stakeholder Group: Governance Structure for the Collaborative

The ISG will be governed as a volunteer collaborative through the following structure while we explore options for a more permanent “home” for our joint activities.

The Executive Committee will have power to exercise the authority of the members in the management of the business of ISG. The Executive Committee will act only in the intervals between meetings of the members and will at all times be subject to the direction of the ISG members. Terms of the executive committee are for one year and are limited to three consecutive terms. Half of the Executive Committee should have staggered terms so there is "institutional memory" on the Committee. The Executive Committee will arrange for ISG meeting dates/locations, set agendas, and oversee communications with ISG members.

ISG members will elect representatives from each participating sector to serve on an Executive Committee comprising the positions described below:

Chair. Subject to the direction of ISG members, the Chair will see that the directives of ISG are carried into effect. The Chair will preside at all meetings of the ISG, and the Executive Committee, except in those instances in which the authority to execute is expressly delegated to another officer or agent of ISG.

Vice Chair. It will be the duty of the Vice Chair to act in the absence of the Chair and to perform such duties as may be assigned to him or her by the Chair.

Secretary (*have two to share this responsibility?*). He or she will keep (or cause to be kept) the minutes of all meetings of the ISG and of the Executive Committee. The Secretary will give or cause to be given all notices of the meetings of the Board of Directors and other notices required by ISG.

At Large Members (4 positions). Members to represent the various sectors involved in ISG: interpreters, academia, interpreter agencies, direct service providers, hospitals, health systems/health plans, state agencies, etc.

Nomination and Election Process

All current members of the ISG distribution list are eligible to run for office. To become a candidate, you must be officially nominated—either by yourself or someone else. Nominations will be submitted to an Elections Committee by fax, postal mail, or electronic mail by a date to be determined by the Committee. NOTE: No member of the Committee may be a candidate for election.

The Elections Committee must have the following information in hand for all candidates: full name, position desired (see list of officers above), contact information (including phone and email), and a short “campaign statement”. Campaign statements will then be published electronically on the ISG list.

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