

GUIDELINES FOR UMTIA'S COMMITTEES

(January 2008)

1. Committees will have **3 to 5 meetings** a year.
2. Each committee will have **2 co-chairs**.
3. One of the co-chairs in each committee will attend **one special meeting** with the Board every year.
4. Each **Special Interest Committee** (Medical Interpreting, Judiciary Interpreting, Education Interpreting, Somali Interpreting, Hmong Interpreting, Translation, Greater Minnesota) will organize at least **one activity** (presentation, workshop, discussion panel, etc.) a year.
5. **Project committees** (Mentoring, Conference Organizing) and the **Volunteering Group** will probably need to meet more often during some periods of the year and less often during other periods, depending on how quickly they wish to proceed with their projects. E-mail will be used often by these committees (in the case of the Mentoring Committee, most of the work might be done via e-mail).
6. **Governance committees** (Public Relations, Regulatory) need to meet as often as their current issues demand. Hopefully this will become quarterly, but at the moment, they may need to meet more often until all paperwork is in order.
7. Committee members will suggest and help **recruit speakers for UMTIA's Conference** in representation of the specific area of their committee.
8. Committees will **report** to the second Vice-President (currently Tara Gibbs).
9. All committee members will be **active members** of UMTIA.
10. All committees will need to host **one public meeting a year** that is open to new members and where they update the membership on their activities. This could be done at an annual General Membership Meeting or at the Conference.