

District Representative Position Description

PARID Board Meeting Duties

- Attend all PARID board and general membership meetings or send a representative.
- Submit written district reports to the PARID board in preparation for each board meeting and the general membership meeting.
- Provide a presentation at the general membership meeting on district activities.
- Host a general membership meeting and/or a conference as appropriate.
- Actively participate in one or more PARID committees.

District Meeting Duties

- Ensure that district chapter meetings occur at least quarterly.
- Document and distribute minutes of district chapter meetings and newsletters to PARID members within the district and to the PARID board.
- Bring PARID board news/concerns to members in the district.

District Activity Duties

- Assess the needs of the district, developing short-term and long-term goals.
- Conduct district activities as appropriate.
- Provide a safe and comfortable environment that is supportive of seasoned, experienced, and novice interpreters / PARID members.
- Coordinate workshops/presentations relevant to the needs of district members and apprise the PARID board of these activities.

District Representation Duties

- Act as a contact person for the designated PARID district.
- Outreach to interpreters in the district who are currently not members of PARID.
- If a PARID chapter does not exist in the district, make efforts annually to establish one.
- Submit regular articles to the PARID newsletter.
- Maintain a directory of local membership.
- Actively promote PARID, RID, and the local district chapter by attending local functions, including public forums relating to the Deaf community and interpreting issues.

DOCUMENT HISTORY

Established 04/2005
Revised 01/2006