

Michigan Registry of Interpreters for the Deaf



Policies and Procedures Manual



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Mission Statement

(Pending. Needs to be finalized by the Board.)

Goal Statement

(Pending. Needs to be finalized by the Board.)

Philosophy Statement

(Pending. Needs to be finalized by the Board.)

Accessibility Statement

(Pending. Needs to be finalized by the Board.)



MIRID Board Structure

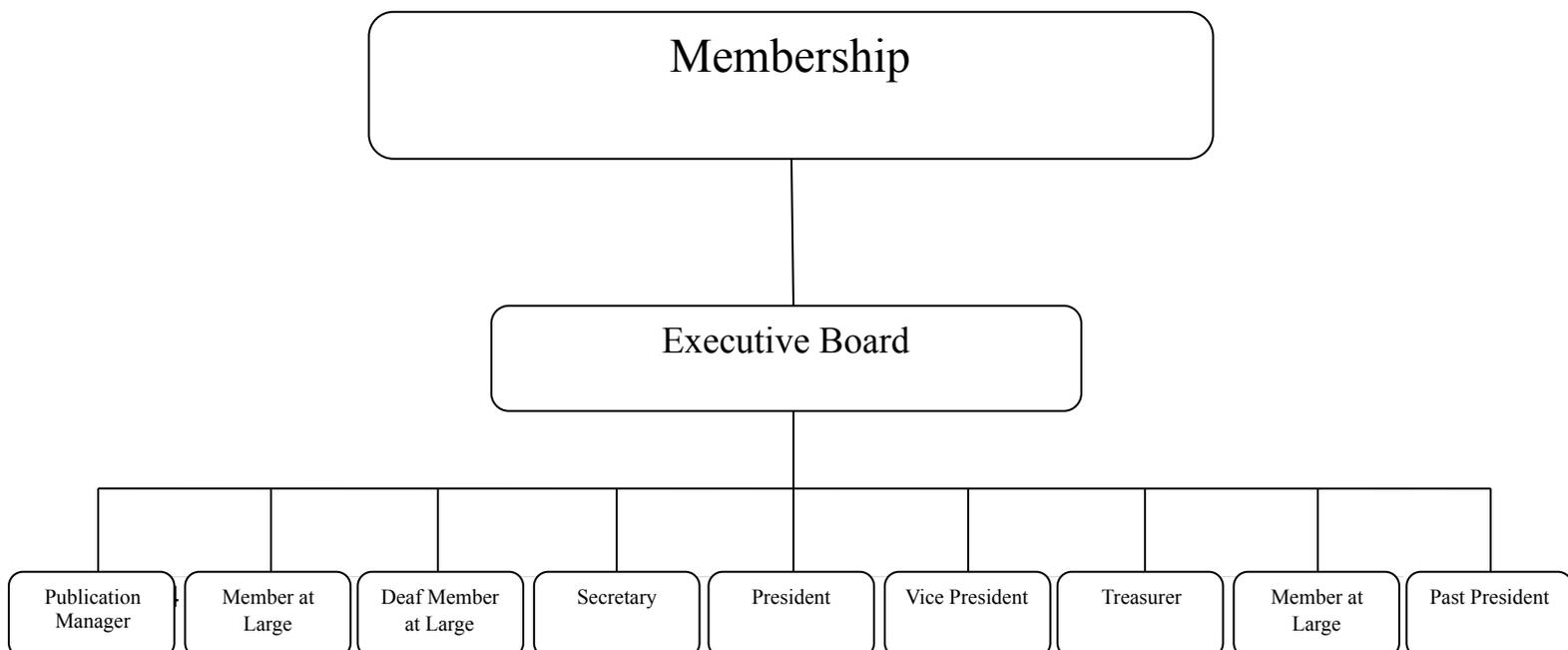
The MIRID is an affiliate chapter of RID, Inc., a professional non-profit professional organization. MIRID is member-driven and volunteer-based. Our heart and soul are our members without whom we wouldn't exist. Members fall into two categories: voting and non-voting. Voting members include interpreters, students, and deaf members. Non-voting members include interpreters, students, deaf members, other individuals and organizations.

(For full descriptions on each member category, please refer to the Association Bylaws on pp. 3).

The executive board and committee members graciously volunteer their time and talents. The executive board is responsible for leading the organization and consists of nine (9) individuals.

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Member-at-Large (Deaf)
6. Member-at-Large
7. Member-at-Large
8. Publications Manager
9. Past President (may serve as non-voting ex-officio member for one year)

(For full descriptions on each member category, please refer to the Association Bylaws on pp. 4-6).





Legal Responsibilities

Legal Responsibilities of Non-profit Boards

Under well-established principles of non-profit corporation law, a board member must meet certain standards of conduct and attention to carrying out his or her responsibilities to the organization. These standards could be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinary prudent person would exercise in a like position and under similar circumstances”. This means that a board member owes a duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

Legal Responsibilities of the MIRID Executive Board

The MIRID Executive Board performs due diligence in providing governance through supervision and delegation. The MIRID Executive Board is ultimately legally responsible for all of the organization’s assets and to ensure its viability. This viability includes taking up responsibility for programs and events should no volunteers come forward. The Executive Board is accountable to its members by serving them and by using all available resources.



Executive Board

General Information

The MIRID Executive Board (EB) functions are to serve as the ‘head’ of the organization and represent the big picture. The EB is non-partisan and represents the organization as a whole by governing and managing the ‘big picture’. The MIRID EB establishes best practices for the board and for its members, committees and volunteers. The EB delegates the work to appropriate committees/volunteers while providing a supportive environment in order for the committees/volunteers to become the ‘hands’ of the organization.

Mission or vision statements are an integral part of the organization’s purpose. The mission statement describes the organization’s commitment in the present and is a channel to realize the future vision.

With governance comes the responsibility to be good stewards of the organization assets that encompass monetary, physical property and human resources. As MIRID is a Non-Profit 501(c)(3), the EB is accountable to its members and the general public by governing, providing leadership, establishing basic structural foundation, and by developing policies that meet the goal, philosophy and mission statements of the organization as well as compliance with MIRID and RID bylaws and state and federal laws and regulations.

The MIRID EB strives to see the whole picture and to ensure all members’ perspectives are considered and the final decisions reflect member inclusiveness and compliance. In order for committees/volunteers to do the work that has been delegated, the EB should provide the necessary tools and instructions to ensure financial success and the expectations and needs for the whole membership.

The MIRID EB is responsible for delegating tasks to committees/volunteers to provide programs and services.

The MIRID EB monitors and evaluates programs and services to ensure they are successful financially and the expectations and needs of the whole membership are satisfied.

The MIRID EB is accessible to its members and needs to engage in best practices that establish a trust between EB members, general membership, and those who volunteer in supporting the organization.

In order to do this, the MIRID EB needs to request the necessary information in a timely manner from those who are directly involved with MIRID activities and committees. They should regularly report to the EB. The reports should be comprehensive and must be accurate.

Executive Board Professional Conduct

- Board members may not serve as committee chairs.
In accordance with general non-profit management customs, this policy allows the EB to function as an integrated whole system and to govern all committee events and general business of the MIRID in a bipartisan manner. Any and all committee work by a board member is done under the auspices of their board position. The temptation is for board members to concentrate on programs when they should be doing the work of the board. A board that is subdivided by being involved with committees in leadership roles may fragment the board. Board members who are very involved in committee work have a tendency to pull the board’s concentration below the line



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and may end up micro managing. This policy also fosters a clear set of checks and balances, which will protect MIRID and the individual from a potential real or perceived conflict of interest. The diversification of duties is best practice, which ensures the whole organization delivers excellence. The entire board has sole authority to decide if there is a conflict of interest and seek applicable solutions.

- Being a board member requires the ability to see all perspectives or at least recognize them and make an informed decision that positively affects the members and the organization even when the board member disagrees with a board decision. Individual beliefs and values are important especially when stating a perspective but board members must be willing to investigate all options and then support the final decision as a whole.
- Board members are responsible to maintain confidentiality of all board decisions whether in person or via phone or email and will not disparage other board members or the decision itself should they disagree.
- Board members will not accept or solicit any gift/favor or service from any individual or group (donor) that might influence Board members' conduct.
- Board members will not make or vote on Board motions that financially benefit their family members, significant others, or themselves.
- Board members may engage in bidding or contracting with MIRID only when the contract is open to outside bidders.

Board Duties and Responsibilities

Nomination and Election Procedures

The Executive Board shall be comprised of a President, Vice-President, Secretary, Treasurer, and three (3) Members-at-Large, including one Deaf Member-at-Large. The President Ex Officio may serve as a non-voting member of the Executive Board for a term of one year. The President Ex Officio shall participate in an advisory capacity and coordinate transition activities during the installation of new officers.

Any member in good standing who is also a member in good standing of the national Registry of Interpreters for the Deaf, Inc., shall be eligible for candidacy on the Board. Board candidates must have also demonstrated their interest in chapter activities by being involved in MIRID during the previous year.

- Nominations for the MIRID Executive Board shall be accepted in writing to the Nominations Committee a minimum of 60 days prior to the Spring general meeting.
- Only MIRID members in good standing shall submit nominations.
- Nominees must be MIRID and RID members.
- Nominees' eligibility will be verified.
- Eligible nominees will be notified and asked if they will accept the nomination.
- Nominees must submit a bio/vita for the website one week prior to the Spring general meeting.
- Nominee names and bio will be on the MIRID website.
- Elections will be held at the Spring general meeting.
- Only dual members of MIRID and RID shall be allowed to vote.

Qualifications to run for a board position:

The candidate must be a member in good standing with MIRID and RID throughout the duration of the term.

The candidates for the positions of President and Vice President require RID certification, which must be maintained throughout the duration of the term, and must have a minimum of five years experience in the interpreting field and have been a member of both MIRID and RID for at least two years prior to serving.



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Expectations for a board position:

The board member must attend regularly scheduled board meetings unless excused by the President. If necessary, special meetings may be called. The board member must attend both MIRID Spring and Fall Workshops.

The board member must sign a board statement of agreement and commit to the prescribed duties and responsibilities in the agreement.

Should the board member currently hold a MIRID Committee Chair position or a local chapter position, they will need to step down while they reside on the Executive board.

The Executive Board serves a two-year term except the President Ex Officio and serves according to the MIRID Bylaws. They commit to the prescribed duties and responsibilities in the Board Statement of Agreement.

The expectations and guidelines outlined in the board agreement help clarify the role of the members and assist them in performing their assigned duties and hold them accountable to each other and to the membership. By signing the board statement of agreement, it is an example for the whole organization. (See Board Statement of Agreement)

The President with the input from the Executive Board will appoint all vacant positions.

It is important that support is given to the board members. If a member chooses to resign, they shall notify the Executive Board in writing. Resignations of a member of the Board shall be submitted in writing to the Executive Board per the procedures listed in the MIRID Bylaws.

Roles and Responsibilities

All Board members will find their roles and responsibilities defined in Robert's Rules of Order and in the MIRID Bylaws plus the following as dictated by practices and motions carried in the course of MIRID board and member meetings.

President's Duties and Responsibilities:

IN ADDITION TO THE DUTIES OUTLINED IN THE MIRID BYLAWS, THE BOARD, PRESIDENT SHOULD UNDERTAKE THE FOLLOWING ACTIONS:

- Maintains a relationship between MIRID, the Region III Representative, and the national office
- Submits an article for the RID E-news – due to the Region III Representative on a pre-established basis
- Stays informed on matters impacting the interpreting profession
- Responsible for the general management of the business of the organization
- Oversees professional meetings of the general membership whereby the membership is updated on local, regional and national news
- Promotes a professional environment and standard for general and Board meetings
- Ensures communication accessibility for members and visitors
- Performs all duties usually incident to the office of the President and other duties that may be prescribed by the Executive Board
- Ensures MIRID compliance with RID mandated rules and policies
- Submits an annual compliance report to RID
- Regularly communicates proceedings and affairs of the MIRID and RID
- Coordinates efforts and shares ideas within Region III as designed by RID
- Plans annual Executive Board retreat (date, time, location, agenda and budget)
- Establishes Executive Board meeting schedule and sets location
- Handles all requests for board meeting visitors
- Presides at all meetings of the MIRID and the Executive Board



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- Submits a written report for Executive Board's meetings and request the same from each Board Member to plan agendas
- Prepares necessary paperwork for Semiannual Business Meeting
- Distributes mailbox key(s) to designated board member(s)
- Appoints committees and vacant Board of Director's position(s) as necessary
- Obtains legal consult, as needed
- Signs all official documents
- Co-Signs Checks with the Treasurer or any other person designated through the action of the Executive Board
- Authorizes audit as appropriate or in the event the Treasurer leaves in the middle of the term
- Represents MIRID at state, regional and national levels
- Participates in Region III Yahoo Group
- Participates in Region III President conference calls
- Submits written report/article regularly to the MIRID organization newsletter (*Link*)
- Prepares necessary paperwork for Semiannual Business Meeting (see Vice President Section under Semiannual Business Meeting Preparation)
- Collaborates with the Vice President and President Ex-Officio
- Prepares necessary documents in MIRID Officer Handbook and shares with the incoming President
- Collects all official MIRID material and Information from the board and committee chairs/co-chairs upon completion of their term
- Responsible to keep informed of any action items (see Appendix B) they are involved with, respond accordingly and inform the board when the action is completed
- Recognize newly certified members
- Outreach to outlying communities
- Outreach to programs/organizations of interest (ITPs, MDA, etc.)

Vice President's Duties and Responsibilities:

IN ADDITION TO THE DUTIES OUTLINED IN THE MIRID BYLAWS, THE BOARD VICE PRESIDENT SHOULD UNDERTAKE THE FOLLOWING ACTIONS:

- Serves as the liaison to all MIRID Committees
- Assumes duties of the President in the absence of the President
- Assists in training/mentoring new board and committee members
- Serves as contact person for all MIRID Committees and Events
- Collaborates with Board Secretary to maintain current and updated copies of all official and governing organizational documents
- Attends Executive Board's meetings regularly and submits a written report
- Represents MIRID to outside organizations and public entities as needed
- Submits written report/article regularly to the MIRID organization newsletter (*Link*)
- Collaborates with President and President Ex-Officio
- Contacts committee chairs to prepare their reports with enough time to allow for printing before conference business meeting
- Prepares necessary paperwork for Semiannual business meeting (see Vice President Section under Semiannual Business Meeting preparation.)
- Prepares necessary documents for MIRID Officer Handbook and shares with incoming Vice President
- Responsible to keep informed of any action items (see Appendix B) they are involved with, respond accordingly and inform the board when the action is completed
- Serves as the board liaison for Student Representatives at meetings and other MIRID events
 - Contacts students before events
 - Has students sign in/out to prove attendance
 - Letters of recognition to students

President Ex-Officio's Duties and Responsibilities:



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- Serves as a guide, advisor and mentor to the President and all Executive Board
- Assists in training/mentoring new board and committee members
- Collaborates with the President and Vice President
- Have no voting rights

Secretary's Duties and Responsibilities:

- Serves as the administrative assistant to the Executive Board
- Responsible for keeping corporate records current including the Policies and Procedures Manual (PPM)
- Responsible for uploading any new documents to virtual storage
- Responsible for recording all Executive Board's meeting minutes and all special member Meetings
- Minutes should include:
 - date, time, and place of these meetings
 - board members present/absent and guest(s) present
 - a call to order and an adjournment statement including times
 - a summary of discussions and/or reports
 - action items to be taken (see Appendix B)
 - person(s) responsible for the actions, and a timeline for completion
 - announcements
 - date, time and place for the next meeting
- Minutes will be recorded and a draft will be sent to all board members requesting corrections be sent to the secretary within a prescribed period of time. The corrections will be made and approved at the next board meeting. Each board member will be responsible to keep informed of any action items they are involved with, respond accordingly and inform the board when the action is completed
- Motions shall be recorded in the following manner:
 - Example: (Motion Form)
 - MOTION [yr.].[#of motion]: [motion statement] MSP [name of mover]/[name of second]
 - If motion is passed with opposition or abstention, the number of opposing/abstaining votes should also be recorded after the motion (EXAMPLE: MOTION 94.10-1: (Motion) (MSP Jones/Smith, with 4 opposed and 2 abstained)
 - If the motion is defeated, it should be so documented (EXAMPLE: MOTION 94.10-1: [Motion] (Motion defeated)
- Distributes copies of monthly board meeting minutes to board members and the Publications Committee and the MIRID website once they are revised as requested and approved by the Executive Board
- Keeps a running list of motions made throughout the year. To be posted on the website quarterly. Includes motions made via email
- Responsible for collecting, recording and dissemination of MIRID mail
- Prepares necessary paperwork for Semiannual Business Meeting (see Secretary under Semiannual Business Preparation)
- Sends approved minutes to RID, the MIRID Update editor and the MIRID webmaster to be published
- Attends Executive Board's meetings regularly and submits a written report
- Takes directives from the Executive Board
- Submits written report/article regularly to MIRID organization newsletter
- Prepares necessary documents for MIRID Officer Handbook and shares with incoming Secretary
- Responsible to keep informed of any action items they are involved with, respond accordingly and inform the board when the action is completed
- Keep files of hard copy documents and save the board and general meeting minutes on a USB drive



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- Composes correspondence to donors
- Serves as liaison for ad-hoc committees at the President's request

Secretary's Action Item Checklist

Meetings

- Maintain a record of Motions made at general and Board meeting
- Photocopy agendas for general and Board meetings
- Distribute meeting minutes in a timely manner to Board members requesting edits and/or omissions (after President approval)
- Send final drafts of meeting minutes to Publishing Chair for inclusion in the newsletter and to MIRID webmaster for posting on MIRID.org
- Post finalized meeting minutes (board and business meetings) on MIRID Board Yahoo group
- Bring laptop to meetings in case of motions
- Collect all materials at the end of the meeting

Treasurer's Duties and Responsibilities:

- Serves as the MIRID financial representative
- Oversees all organizational finances and takes directives from the Executive Board
- Communicates with the IRS, prepares tax statements and provides necessary information, if audited
- Records all financial debits and credits made to the MIRID
- Provides comprehensive treasurer's reports to all MIRID Executive Board's meetings and during the Semiannual business meeting
- Provides historical financial comparison of yearly budgets for committees to be submitted to the Executive Board for final approval so they can make informed decisions.
- Co-Signs checks with the President or designated authority such as a committee chair
- Attends Executive Board's meetings regularly and submits a written report
- Submits written report/article regularly to the MIRID organization newsletter (*LINK*)
- Prepares necessary documents for MIRID Officer Handbook and shares with incoming Treasurer
- Responsible to keep informed of any action items s/he is involved with, respond accordingly and inform the board when the action is completed.
- Pick-up the mail bi-weekly at the post office:
 - Sort the mail for entry into Quick Books/Spreadsheet (membership renewals, workshop registrations, donations, etc.)
 - Send mail to final destinations (board members, committee chairs, pay bills, etc.)
- Input entries of monies received and paid in Quick Books/Spreadsheet (Writing checks, deposits, etc.)
- The monies paid go to interpreting services, insurance policies, scholarships, website maintenance, general meeting expenses, workshop expenses, membership expenses, newsletter expenses, fundraiser expenses, etc.
 - General meeting expenses: Interpreting services if needed, refreshments, etc
 - Workshop expenses: Presenter fees, refreshments if provided.
 - Membership expenses: Directory and payments related with it, mailing related papers.
 - Fundraiser expenses: food and incidental supplies.
 - Every time that a check is paid fill an Account Receivable form for MIRID's records and fill a receipt for member's records if possible.
- After entry into Quick Books/Spreadsheet deposit money into bank account
- Deposits (membership dues and workshop fees) shall be deposited within 2 weeks (14 days)
- Reconcile bank statements monthly
- Prepare financial reports for board meetings, general meetings, and newsletter
- Prepare documents for governmental agencies Franchise Tax Board, IRS, Secretary of State, etc.



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- Every November 15 - File the Group Form 990, Return of Organizations Exempt from Income Tax (RID has the form)
- Within 30 days of the end of the fiscal year - send a certified copy of the financial statement to RID
- Keeps an up-to-date membership list
- Register MIRID annually with the Michigan Secretary of State as a MI nonprofit corporation. This form must be filed by October 31st each year. As a PO Box address is not acceptable for this form, an address from one of MIRID's Board members should be used. There is no filing fee for registering annually. However, if the address or corporate name changes, this needs to be filed with the MI Secretary of State and there is a \$35.00 fee. The annual registration form will be sent out to MIRID via the "registered office address" on the form. Additional forms can be found at:
Secretary of State/Records Processing Section 20
(This info needs to be adjusted by Martha)
- MIRID's PO Box fee must be paid annually and is due ____ (not yet set up)
- The Treasurer will be in charge of updating the list of Board members authorized to sign checks at 5/3rd. The form(s) are available at any branch office.
- Fiscal year runs from 7/1 through 6/30. Budgets for committees and board members run from 1/1 to 12/31.

Treasurer's Action Item Checklist

General Meetings:

- Prepare financial reports – Profit and Loss, Summary and Detail
- Prepare Treasurer's Report to Membership
- Bring financial binder, reports, scholarship applications and membership applications
- Prepare checks to presenter and interpreter(s)

Workshops:

- Take the receipt book or give to workshop chair
- Provide final financial information from workshop to the chair

Newsletter:

- Send current bank balances/financial information to editor of the MIRID newsletter.

New Board:

- Mail form to Secretary of State to change names of Officers.
- Complete new signature card at bank and post office

Member at Large Duties and Responsibilities:

- Serves as point person for contacting members
- Assist President as necessary, coordinating activities and communication
- Assist Vice President as necessary, as liaison to the MIRID committees
- Attends Executive Board's meeting regularly and submits a written report
- Takes directives from the Executive Board
- Submits written report/article regularly to MIRID organization newsletter
- Prepares necessary documents for MIRID Officer Handbook and shares with incoming
- Member at Large
- Responsible to keep informed of any action items s/he is involved with, respond accordingly and inform the board when the action is completed.
- Recruit members to join the committees
- Holds regular committee meetings

Statements of Agreements will promote effective communication and transparency to Board and Committee members and ensure sustainability for the organization.



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General Board Business

All board business is conducted first according to Robert's Rules of Order, followed by the MIRID Bylaws, and then as dictated by previous MIRID motions.

- 1) **Mail-** The mailbox will be checked, mail opened and distributed at least once every two weeks by the Treasurer or designated Board members. The mailbox rent must be renewed yearly and payment is due annually May 31st. The mailbox is located at 26815 Scotia Rd., Huntington Woods, MI 48070.
- 2) **Storage of Information-** The section to be completed later.
- 3) **Legal Responsibilities-**
 - a. General- The board will adhere to State of Michigan Laws and Federal Laws.
 - b. MIRID will comply with all requirements as implied by its status as a 501(c)(3) Organization
 - c. MIRID will comply with all MIRID and RID bylaws
- 4) **Semiannual Business Tasks**
 - a. Upon completion of the annual Spring and Fall conference, the following must take place:
 - i. One (1) month post conference, a board meeting shall be held and newly elected members may be invited as visitors or guests. This meeting will provide an opportunity for the current board to wrap up any unfinished conference business, provide a debriefing of the spring conference and, should the newly elected members be present, allow them to become familiar with the board meeting process.
 - b. June to September
 - i. The President, who will be in office as of October 1, will establish a date, time, location and agenda for the annual board training/retreat.
 - ii. The current Vice President will contact Subcommittee and Committee Chairs to request a report to include their committee's goals and plans to accomplish them. The report will also include an estimated budget for the coming year and a signed committee agreement from the chair/co-chairs and all committee members.
 - c. August and September
 - i. EB will prepare for the Fall conference as necessary. See "Preparations for Bi-Annual Business Meeting"
 - d. September/October/November
 - i. Fall Conference is held. Board members will attend and conduct any business as necessary.
 - ii. 1 month post conference. This meeting will provide an opportunity for the current board to wrap up any unfinished conference business, provide a debriefing of the Fall conference.
 - e. October/November
 - i. Strategic Planning Session will be held
 1. The strategic planning session allows the MIRID EB to look at long range and short-term goals and objectives. The MIRID EB sets the organization's priorities that:
 - a. help shape the strategic plans



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- b. are compatible with the organization's goal, mission and philosophy statements
 - c. Are in compliance with MIRID and RID Bylaws and policies as well as state and federal laws and regulations
 - d. Finds the most benefits for its members and charges committees with goals that are in line with the above.
 2. The new board will evaluate the need for existing or new special and/or ad hoc committees.
 3. The EB will establish their annual budgets. Board members will be requested to submit an estimated officer's budget.
 4. The Vice President will present annual estimated budgets received from committees. They will be discussed and those that fall in line with the organizational budget and the MIRID mission and philosophy statement will be approved.
 5. The Treasurer will provide any historical summaries of budgets as requested so the board can make an informed decision.
 6. The President or appointed designee will inform the committees of the approved budgets and continue as the official board/committee liaison.
 7. All committee correspondence will go through the President or appointed designee and they will work with the committees to provide regular reports to the EB and to the membership throughout the year.
 - f. December to March
 - i. MIRID business is conducted as necessary
 - ii. Board members will prepare for the Spring conference. See "Preparation for Bi-Annual Business Meeting"
 - iii. Nomination Committee- report will be given to EB in preparation for Elections at the Spring Conference
 - g. At each EB meeting
 - i. Assess progress of board goals
 - ii. Determine sponsorship/advocacy as needed.
- 5) Newly Elected Board Training**
 - a. To be planned by the President and duties delegated as appropriate
 - b. The newly elected Board will determine the dates for the Board Training/Retreat at the Board meeting on the last day of the Spring Conference.
 - c. All executive board members, Subcommittee Representatives and Committee Chairs must be in attendance unless excused by the President.
 - d. Training must include:
 - i. RID and MIRID Bylaws
 - ii. MIRID Policy and Procedures
 - iii. Explain the workings of a EB
 1. Parliamentary Procedure Reviewed
 2. Duties and Responsibilities for the respective offices
 3. Review all forms
 - iv. Schedule yearly board and membership meetings
 1. Dates should be checked with other RID conferences/events/activities such as Region III state and regional conferences, national conferences



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and other interpreting and deaf related events to avoid conflicts for planning purposes.

- v. President assign liaisons to respective committees
- vi. Determine LINK deadline and distribution dates
- vii. Newly elected and former board members will be given time to work together. Unfinished business will be clearly communicated to the newly elected EB. Updated Board Handbooks will be passed to newly elected members

6) Board Handbooks and Welcome Packet

- a. Newly elected Board members will receive a Welcome packet within two (2) weeks of the Spring conference.
 - i. The welcome packet will include:
 - 1. Welcome letter to the position, including a thank you for taking the vital position
 - 2. Job description
 - 3. Name, position, contact name of liaison and possibly past chairperson
 - 4. Organizational chart
 - 5. Board roster
 - 6. Instructions on how to access the MIRID yahoo group
 - 7. Contact information form and signature showing packet was received
- b. At the board training/retreat, each newly elected board member will receive the electronic Board Handbook. The Handbook will include:
 - i. Description of position, duties and responsibilities
 - ii. Policy and Procedure Manual
 - iii. Forms necessary for the position. The MIRID Board Member Statement of Agreement form should be signed and turned into the President by the end of the retreat.
 - iv. Information for how to access the position's email address
- c. All board members are responsible for keeping all records pertaining to their EB work.
- d. All official MIRID materials and information and emails must be given to the newly elected EB prior to completion of the EB training/retreat.

Executive Board Meetings

All board meetings are conducted according to Robert's Rules of Order and the MIRID Bylaws as well as the policies and procedures established by the MIRID Executive Board.

The schedule of all board meetings, including special meetings, will be posted to the MIRID website. Regularly scheduled board meetings will be published in the MIRID newsletter, The LINK. See the MIRID Bylaws for special meetings and notifying members. The board schedules regular board meetings during the board training/retreat and in accordance with the MIRID Bylaws.

Board members, subcommittee chairs (or representatives) and committee chairs must attend regularly scheduled board meetings. If necessary, special meetings will be called.

Voting and quorum procedures for all meetings are in the MIRID Bylaws.



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Members and visitors are welcome to attend board meetings. If a member or visitor has business to bring before the board, please contact the President to be placed on the agenda. If the request requires a motion, the EB requests the motion maker(s) to submit it in writing with rationale. This will ensure that the motion and the rationale are stated with the intent of the motion maker(s). If the visitor has a time constraint, they must request a specific time to be placed on the agenda and inform the President prior to the meeting. Their request may be honored depending on the agenda and the EB schedule. In the event the board needs to discuss an issue in the privacy of an executive session, they will ask any visitors to leave for a period of time. After the board has concluded the necessary discussion, they will once again welcome back any visitors.

The board welcomes visitor's input. However, the EB requests that any visitors hold all questions and comments until they are called upon. This will ensure that the board members are able to discuss the agenda items that must be completed. It is important due to the fact that the agenda is often full and certain items must be accomplished in the time allotted.

*See Appendix A for Sample meeting agenda

MIRID Board Meeting Ground Rules

To be posted and followed at each board meeting

- **Participate in Meetings**
All members attending meetings are encouraged to participate in discussions and give opinions/points of view
- **Keep Time Commitments**
Arrive on time, begin meetings on time, and return from breaks on time
- **Respect Ideas**
All opinions are valid. Work with a spirit of goodwill, allowing each member to express him/herself.
- **Work for Consensus**
Talk things through until differing ideas have been discussed fairly.
- **Respect Others**
Avoid personal attacks, defending, rationalizing, and blaming; work for the group and the goals established at the EB Training.

Semiannual Business Meeting Preparation

- **President**
Contact parliamentarian early, allowing time for a meeting should one be deemed necessary.

For annual Spring elections/Business Meetings send Nominations Chair a list of available board positions open for the elections. have Publications Manager post available board positions on the website and in the MIRID Link along with a list of qualifications for becoming a board member. This should be done 60 days prior to the Spring elections.

Contact board members to prepare their reports with enough time to allow for printing before the conference.



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Be in contact with the Vice President to ensure that everything is ready for the meeting: room, board space (on risers if needed), microphones, computer equipment, projection screens, refreshments, set-up, etc.

Prepare agenda for business meeting and responses regarding actions on motions made at the previous Business Meeting.

President and Vice President compile the General Business Meeting Report and the Secretary prints copies. Items to be included:

- +MIRID Executive Board
- +MIRID Committee Chairs
- +MIRID Available Board Positions
- +Agenda
- +Motions prepared in advance
- +Board Members Reports
- +Subcommittee Reports
- +Committee Reports

- **Vice President**

Prepare motions that have been presented in advance and any other items for projection on the computer screen.

Be in contact with the Workshop Committee to ensure everything is ready for meeting: room, board space (on risers if needed), microphones, computer equipment, refreshments, set-up, etc.

Assist President in compiling the General Business Meeting Report and assists the Secretary who prints the copies. See above for list of items to be included.

- **President Ex-Officio**

Assists President with semiannual business meeting preparation as necessary.

- **Secretary**

Send a copy of minutes from previous General Business Meeting to Publications Manager two weeks prior to General Business meeting for posting on MIRID website.

Two weeks prior to meeting have printed copies of minutes from previous Business Meeting ready for distribution to members at the meeting.

Prepare ballots for annual Spring elections.

Have copies of General Business Meeting Report printed and ready for distribution to members.

- **Treasurer**

Print a copy of Treasurer's report for all members. Have five (5) copies of financial review on hand for interested members.

Prepare to report Quorum for all Business Meetings. See Bylaws for Quorum.

Registration for annual Spring elections/Business Meetings: prepare voting cards to be inserted in folders prior to Business Meeting. Compile a list of RID members for credentialing.



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- **Publications Manager**

For annual Spring elections/Business Meetings :

- post available Board positions on MIRID website and in the MIRID Link.
- post on the MIRID website and in the MIRID Link a list of qualifications for becoming a board member.
- set-up MIRID website for receiving and viewing nominations for available board positions.

For Spring and Fall meetings post all proposed changes to Bylaws on the MIRID website for members to review two months prior to the Business Meeting.

Post minutes from previous General Business Meeting on MIRID website for membership to review two weeks prior to upcoming General Business Meeting.

Work with Workshop Committee in obtaining and setting up all audio/visual equipment.

- **Member At Large**

Be in contact with Board Members and be ready to assist where needed.

Submit any reports to Secretary prior to printing the Business Meeting Report.

Contact subcommittee and committee chairs to prepare their reports to be sent to the Secretary two weeks prior to the General Business Meeting for printing before the conference.



Board Member Statement of Agreement

Name: _____

Position: _____

Dates of Term: _____

This agreement is not legally binding.
It is morally binding, and is an expression of good faith

Insert MIRID Mission Statement Here

As a member of the MIRID Executive Board of Directors, I understand that my duties and responsibilities include the following:

- I am morally responsible for the overall health and well-being of this organization. As a member of the board I have pledged myself to help realize the mission of the organization.
- I will maintain RID and MIRID membership during my term in office.
- For President and Vice President: I will maintain RID certification during my term in office.
- I am responsible, along with the other board members, for the financial health of this organization. It is my responsibility to take an active part in overseeing the budget and implementing any fundraising efforts and spending controls that are needed to ensure that the budget is adhered to.
- I will make myself aware of and ensure that I understand all policies and programs approved by the board.
- I will attend board and make myself available for phone and email consultation. I understand that commitment to this board will involve **five (5) to twenty (20)** hours per month depending on officer position and organization strategic plan.
- I recognize that authority is only vested in the board when the full board meets in session. Therefore I will bring any complaints or request from committees, volunteers or membership to the full board for action.
- I will attend both the Spring and Fall conference. If I am unable to attend, I will inform the board of directors as soon as possible, prepare all reports and documents as far in advance as applicable, and arrange to be informed of all business and organizational action.
- I understand that there may be disagreements within the convened meetings of the board of directors (which is a natural part of diverse groups working together), but once the meeting is adjourned I have the responsibility to maintain the respectability of the discussion and support the outcome, whether or not I agree with it: by adhering to this I will help promote a professional environment with the focus on positive decision making.
- I will avoid conflicts of interest. I will disclose all known or potential conflicts of interest to the board of directors. The board will decide the extent of the conflict of interest and I will abide by the decision of the board.



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- I understand that during my term on the board I am not able to take part in any awards or raffles related to MIRID.
- I will bring to the attention of the board any issues I believe may have an adverse effect on MIRID, RID or those we serve.
- I will represent all the people that MIRID serves and not a particular interest group.
- Upon the completion of my term or my resignation, I will surrender all MIRID belongings and pertinent documents to the board.
- I am signing this as an expression of good faith and moral integrity.

Signed: _____

Date: _____



Committees

(Pending. Needs to be finalized by the ByLaws Committee.)



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Appendix A

AGENDA

MIRID Board Meeting Agenda
Friday, December 16, 2011
6:00 - 8:00 P.M.

Board Members Erica West Oyedele (President), Jobina Navratil (Vice President), Caleb Lopez (Treasurer), Nancy Kozicki (Secretary), Amie Cuevas (Member-at-Large), Jennifer Thomas (Member-at-Large), Taylor Collis (Member-at-Large), Barbara Ayres (Member-at-Large)

Time	Item	Owner
6:05pm	Call to order Erica	
6-6:10pm	Agenda additions/changes?	All
6:10-6:15pm	Review Purpose Statement & Group Norms	All
6:15-7:30pm	Board Reports <ul style="list-style-type: none"> A. Erica B. Vice President - Jobina C. Secretary - Nancy D. Treasurer - Caleb E. Fund Development - Taylor F. Membership - Amie G. Professional Development - Barbara H. Publishing - Jen 	
7:30-7:35pm	Committee & Task Force Reports <ul style="list-style-type: none"> A. Political Committee -- Nancy B. Task Force - Jobina 	Various
7:35-7:40pm	Unfinished Business <ul style="list-style-type: none"> A. PPM Updates Review -- Erica B. Volunteer list serve -- Erica C. Other? 	Various
7:40-7:45pm	New Business <ul style="list-style-type: none"> A. Motions? 	Various
7:45-7:55pm	Additional discussion/roundtable	All
7:55pm	Adjournment	Erica
7:55-8pm	Announcements	All



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Notes:

