

NOTIS POLICY DOCUMENT #1

ACTIVITIES BY WHICH NOTIS FURTHERS ITS PURPOSES

These activities have been keyed to NOTIS purposes as elaborated in Bylaws, article 1. The list is not exhaustive; other activities may also be approved from time to time by the Board of Directors.

I. PROFESSIONAL

Hold informative seminars and workshops on the art and craft of translation, issues of business and professional ethics as they relate to translators and interpreters and any additional issues of interest.

Hold workshops and administer the American Translators Association (ATA) accreditation examination.

Meet and maintain relations with ATA, the Society of Medical Interpreters (SOMI), the Society of Translators and Interpreters of British Columbia (STIBC), The Translators and Interpreters Guild (TTIG), the Washington State Court Interpreters and Translators Society (WITS), and other groups or organizations which represent or speak to the needs of professional translators and interpreters.

II. PRACTICAL

General operation of the Society.

Actively recruit members annually, and encourage each member to remain in the Society.

Present sessions on the practical, business aspects of working as a translator or interpreter.

Encourage the establishment of special interest groups (SIGs) to develop member interests.

Maintain an electronic bulletin board service (BBS) for the purpose of:

providing a venue to members for communicating among themselves and with the board;

giving members an opportunity to download information and files which may serve to enhance their knowledge and practical skills;

providing to NOTIS board members a means to address the needs of the organization between board meetings.

Publish the *NOTIS News*, a newsletter for members.

Publish a directory of members, in print and electronic format (the NOTIS InfoBase, or NIB), and distribute it widely.

Advertise NOTIS in print, such as yellow pages and trade directories, and electronic media, such as its Home Page on the World Wide Web.

Respond to telephone and written inquiries.

III. PERSONAL

Organize occasional social events.

IV. PUBLIC

Represent NOTIS at significant events in the international trade community.

Present talks to interested groups which may include potential clients.

V. POLITICAL

Collaborate with interested parties to address issues of common concern.

Respond to requests for input from the ATA on public policy issues.