



Translation Sub-Committee

Purpose

The Translations Sub-Committee is responsible for the translator recruitment and development of translations of the ABM protocols.

Composition

2-3 core members will be selected proportionate to geographical location.

Chair: Appointed by the President and confirmed by the board. Committee Chair will serve two consecutive years – year one as Chair-elect and year two as Chair.

Chair Responsibilities

1. Confers with the Education Manager in the planning and execution of translations.
2. Leads the committee in its planning and development of translations.
3. Submits annual reports to the Board of Directors.
4. Collaborates with the Education Manager to set a meetings schedule and communicate it to the volunteers.

Member term: Two years with rotation so that the committee does not turn over completely in any one year. Members are eligible to serve a second term, with no member serving more than four consecutive years. The goal is to provide flexibility for the volunteers, and to provide annual opportunities for new volunteers to rotate onto the committee while maintaining continuity. If a member misses two meetings in a row, that committee member may be terminated from the committee at the chair's discretion.

Members' Responsibilities

1. Attend meetings and participate in conference calls.
2. Help identify translators for ABM protocols.