



ASSOCIATION OF TRANSLATORS AND INTERPRETERS OF FLORIDA

These are the current Officers' and Directors' job descriptions for Board Members (2015).

1. The property, affairs, business, and concerns of ATIF are vested in a Board of Directors consisting of a President, Vice-President, Secretary, Treasurer, and Directors. Only active members in good standing of ATIF are eligible to serve on the Board.
2. The Board of Directors determines policies and devises and executes such measures as it deems necessary or desirable on behalf of ATIF or in furtherance of ATIF's purposes.
3. The Executive Committee, composed of the four Officers, carries out the routine business of the operation of the association.

The duties of the Officers and Directors include the following:

a) The President

- apprises the members of ATIF activities, either directly or by delegation
- establishes the agenda for each meeting
- presides at general meetings
- chairs the Executive Committee
- chairs the Board of Directors
- appoints committee chairs
- serves as liaison with like entities or appoints a liaison

b) The Vice-President

- assists the President in fulfilling the duties of that office
- presides at meetings in the President's absence

c) The Secretary

- records and reports the minutes of all meetings
- prepares ballots as required
- conducts correspondence for ATIF, except as delegated to a committee or another individual
- reports to the Board on correspondence received and sent

d) The Treasurer

- receives and disburses all monies for ATIF
- maintains financial records
- keeps an up-to-date membership roster
- maintains accounts for ATIF in authorized banks and other institutions as directed or approved by the Board
- presents an annual financial report to the members and interim reports at Board meetings
- prepares a budget proposal annually for approval by the Board

e) Directors

- participates in at least one committee
- reads all emails and responds to matters that concern the Board in general or the committee, especially
- makes use of all the tools made available by ATIF (a) to communicate with the Board and (b) stay informed