

Policy and Procedure Manual

ASLIA Victoria

*Continued
Partnerships*



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ASLIA VIC MISSION, AIMS AND PHILOSOPHY STATEMENT

Mission

The Australian Sign Language Interpreters Association of Victoria (ASLIA Vic) is a professional body that represents the needs and interests of Auslan (Australian Sign Language) Interpreters.

It is the mission of ASLIA Vic to promote awareness and recognition of the rights and responsibilities of practitioners. ASLIA Vic provides a forum on such issues as training, recruitment, working conditions and other provisions of services within the industry. The Association also strives to advocate and foster the continuing education of all who are working in the field.

Philosophy

ASLIA Vic believes in:

- Supporting and encouraging interpreters' professional development.
- Striving for the pursuit of professional excellence.
- Respecting Auslan as the language of Deaf people.
- Accepting diversity and difference.
- Promoting and advocating the use of professional interpreting services.
- A bilingual and bi-cultural perspective on issues related to Deaf people and interpreters.

Aims

To represent the interests and views of Auslan interpreters and the sign language interpreting profession in Victoria.

To promote professional practice and adherence to the ASLIA code of ethics.

By:

- Protecting and advocating for the rights of interpreters.
- Providing a structure for ongoing professional development.
- Promoting, fostering and improving the professionalism of interpreters.
- Collating and disseminating relevant information on issues affecting the field.
- Developing and implementing policy and procedure documentation relevant to Auslan interpreters.
- Providing representation and liaising with other organisations involved in the arenas of deafness and interpreting.
- Creating better understanding of sign language interpreting as a profession and promoting recognition of the professional status of interpreters.



ASLIA VIC PROCEDURES

Request for Funding Support Procedure

Aim: To outline the circumstance in which ASLIA Vic will financially support individuals or organisations requesting such support.

1. ASLIA Vic provides three forms of financial support.
 - 1.1 Annual ASLIA Vic Bursary (see separate policy to follow regarding this funding);
 - 1.2 Individual requests for Financial Assistance to attend a Conference or Event;
 - 1.3 ASLIA Vic sponsored attendances at recognised events.
2. ASLIA Vic will consider requests for financial sponsorship made by individuals/organisations at any time. Requests must be made by completing the relevant Application Form, either the Application for the Bursary or the Application for Financial Assistance to attend a Conference or Event. A limit of one application per person or organisation will be granted per membership year (November to November).
3. In addition to independent requests and the Bursary, ASLIA Vic will sponsor individual member attendance at a specified number of yearly events. Expressions of interest to receive sponsorship will be advertised not less than 4 weeks preceding the event. The following events are included:
 - 3.1 National Deafness or Interpreting Conferences (should the ASLIA National AGM coincide, the member is expected to represent ASLIA Vic at the AGM),
 - 3.2 ASLIA National AGM; should it not coincide with the National Deafness Conference,
 - 3.3 Attendance at any other significant event, as the committee deems fit.
4. All decisions regarding the dollar amount of sponsorship will be made dependent on the financial situation of ASLIA Vic at the time. As a guide it is recommended that no sponsorship gift shall exceed 20% of cash holdings at the time of application.
5. The Secretary is required to check with the Treasurer to confirm the applicant is a full financial member at the time of application.
6. All applications must be processed, granted or denied within four weeks of receiving the application. Applicants must also be notified within this time.



CRITERIA FOR AWARDING OF THE ANNUAL ASLIA VIC BURSARY

See ASLIA Vic Bursary Criteria Policy and Application in the Document section



PUBLIC REPRESENTATION OF ASLIA VIC

Aim: To describe the responsibilities of ASLIA Vic members when representing ASLIA Vic.

1. Where ASLIA Vic is requested to provide a representative to a working party, committee or other forum a member shall be selected and approved by the committee.
2. Any member representing ASLIA Vic shall make clear when they are speaking on behalf of ASLIA Vic or when they are making statements as a professional person.
3. Representatives of ASLIA Vic on a committee, or attending a meeting, shall make a brief verbal report to the next committee meeting.
4. Regular representation at any forum shall be a standing agenda item under reports.



ADMINISTRATIVE PROCEDURE

Aim: This Procedure defines how fundamental ASLIA Vic functions should be administered.

1. Documents

- 1.1. All public ASLIA Vic documents shall contain the following:
 - 1.1.1. date of creation including the month and year;
 - 1.1.2. The ASLIA Vic logo unless the Committee agrees to remove it;
 - 1.1.3. The font Arial 12pt, except for the footer, Arial 10pt;
 - 1.1.4. The footer will contain © **ASLIA Vic Year Page x of x**
- 1.2. All documents shall be approved by the ASLIA Vic Committee.
- 1.3. All draft documents i.e. those documents not yet formally approved by the Committee will prominently display the word "DRAFT".
- 1.4. All electronic documents will be held on computer by the Secretary who will back up the computer files at least once a fortnight where appropriate, but no longer than once a month.
- 1.5. All outgoing correspondence created by any ASLIA committee member will be formatted as above and forwarded to the secretary for filing.
- 1.6. Correspondence is defined as any formal document created by ASLIA Vic including emails, and all incoming mail of importance to the organisation again including emails. Correspondence does not include items of no importance sent to ASLIA Vic such as junk mail.

2. Meeting Minutes

- 2.1. A minute taker will be appointed at each meeting. The minutes will be formatted, approved by the President and circulated to members prior to the next committee meeting.
- 2.2. During the subsequent committee meeting the minutes will be ratified and if accepted, the President will sign and date the minutes.
- 2.3. A folder will be kept with the official minutes and filed year to year appropriately.



3. Mobile Phones

- 3.1. The mobile phone and sim card shall be kept by a designated committee member. Messages should be cleared at least weekly.

4. Banking

- 4.1. All cheques will be banked within one week of being received.
- 4.2. Three members will have Internet access to ASLIA Vic bank information.
- 4.3. Two designated ASLIA Vic Committee members will keep an ASLIA Vic credit card. Approval for using the card is granted for regular ASLIA Vic expenses such as meeting refreshments, postage and bill paying. In addition, the card may be used for any item previously approved for purchase at a Committee meeting. Any extraordinary items exceeding \$200 shall be approved by the Committee.

5. Resources

- 5.1. ASLIA Vic will purchase a minimum of two resource items for the ASLIA Vic Library per year. The cost of these items is to be determined by the committee

6. ASLIA Vic Manuals & Documents

- 6.1. ASLIA Vic committee will maintain the Policy and Procedure Manual. A copy of this manual will be given to each committee member at the commencement of a new membership year.
- 6.2. The President is responsible for ensuring the content is kept up to date.
- 6.3. A formal documents folder will also be kept with hard copies of all ASLIA Vic documents, the ASLIA constitution and the ASLIA Vic constitution. This manual will be available at all general meetings.
- 6.4. A separate folder will also be kept with a copy of the current membership year minutes. At each meeting the President will sign the minutes of the previous meeting following their acceptance (As specified in 2.2).
- 6.5. Each year a new copy of the 'Important Information for ASLIA Vic' will be completed by the Secretary. Two copies will be held, one by the President the other by the Secretary.



MEETING PROTOCOL

Aim: To outline appropriate procedure to occur at ASLIA Vic meetings

1. Meeting

- 1.1. Meeting procedure shall be determined by the chair. The Chair is the President or in their absence, the Vice President. If both of these executives are absent, the members present shall elect a chair for that meeting.
- 1.2. A meeting will only commence when a quorum or minimum number of members are present. This number is four committee members.
- 1.3. If after 30 minutes a quorum is not made, the chair is able to wait a further amount of time or adjourn the meeting. Once the meeting is adjourned, any discussion that takes place with members in attendance at this point shall not involve decisions or actions as they cannot be motioned by the membership.
- 1.4. Only fully paid financial members are eligible to vote on resolutions. Ordinary motions shall be passed by a majority of ordinary members.

2. Minutes

- 2.1. Minutes recording the resolutions and proceedings of each meeting transacting Association business shall be prepared within thirty (30) days after the relevant meeting and kept by the Secretary in a central location. Minutes must record the names of persons present at each meeting.
- 2.2. The agenda and therefore the Minutes must contain the following:
 - Chairperson
 - Members in attendance
 - Observers
 - Items of standard business such as passing of the previous minutes, financial report, representatives' reports, general business and items of business carried over from the previous meeting.
- 2.3. Items of general business should be notified to the Secretary at the time of preparation of the agenda. If items are raised at the time of the meeting, the Chair has the right to allow the business or refuse it.
- 2.4. After a resolution accepting the minutes of the previous meeting as being true and correct, the chair of the meeting shall sign the true and correct copy of the minutes and store them in the minutes' manual.



GUIDELINES FOR COMPUTER USE

Aim: Appropriate use of the ASLIA Vic computer by ASLIA Vic members.

1. The computer remains the property of ASLIA Vic at all times.
2. The Secretary shall hold the computer and know its whereabouts at all times. The computer can at any time be lent to another member of the Committee. It will not be lent to any other persons without the express permission of the President.
3. An email account will be held for ASLIA Vic. The Committee shall approve the Internet Service Provider and cost thereof.
4. Use of the computer for personal purposes shall be moderate and can be revised or rescinded by the Committee at any time.
5. All records pertaining to ASLIA Vic will be saved on the hard drive of the computer. A back up copy to disk will be made fortnightly and stored on a separate site from the computer. Backup copies are only required if new data has been added in the past fortnight.
6. Additional software shall not be loaded without the directive of the Committee or President.
7. Due care shall be taken to avoid loss or damage.



PROCEDURE OF THE ANNUAL GENERAL MEETING PREPARATION

These procedures are for the benefit of the Committee and specifically the President, Secretary and Treasurer.

1. Decide on appropriate date and prepare a time line for all the following listed responsibilities to occur. (Committee)
2. Book an appropriate venue. (Secretary)
3. Decide and invite a guest speaker. (President and Committee)
4. Send letters of invitation to appropriate organisations and individuals. (President/Secretary)
5. A call for nominations to the committee must be sent at least 35 days prior to the date of the meeting. Notice of the meeting date and the business of the meeting can be sent out 14 days prior to the meeting date. The secretary is responsible for preparing all documentation.
6. Make copies of the minutes of the previous meeting for distribution on the night. (Secretary)
7. Write Annual report. (President) Make copies of the Annual report for distribution on the night. (President/ Secretary)
8. Prepare an annual financial report, organise an Auditor's report and make copies. (Treasurer)
9. Approach and nominate members who may be interested in joining the executive or the committee. (Committee and President).
10. Collate all nomination forms and make a list of nominations (Secretary)



COMMITTEE ROLES

President

The President of the ASLIA Vic committee will:

1. Serve as Chair at each general meeting. If the President is absent, the Vice-President will act as Chair. If both are absent, the members will elect the Chair. The Chair must sign the minutes of the previous meeting when they have been approved by the committee;
2. Supervise and direct the business and affairs of ASLIA Vic;
3. Act as spokesperson for ASLIA Vic;
4. Supervise the duties of the Secretary and Treasurer;
5. Appoint and create sub committees/working parties, as appropriate;
6. Designate cheque signing authority;
7. Represent ASLIA Vic in all legal activities;
8. Provide an annual report to the membership;
9. Review all ASLIA Vic manuals annually and update where appropriate;
10. Serve as a member of the committee;
11. Prepare the agenda for meetings with the Secretary;
12. Represent, or appoint a representative for ASLIA Vic at community events or occasions when one is requested;
13. Consult with committee members regarding urgent decisions or actions to be made before meeting dates;
14. Upon election of a new President, the outgoing President will familiarise the new office bearer with their role and duties.



Secretary

The Secretary of the ASLIA Vic committee will:

1. Have a good working knowledge of word processing. If the Secretary does not have this knowledge, training will be provided;
2. Record the minutes of general meetings and committee meetings;
3. Supervise the keeping of membership records;
4. Keep records of the appointment of office bearers, committee members and ordinary members;
5. Attend to all correspondence;
6. Perform other such duties as the committee may prescribe;
7. Prepare the agenda for meetings with the President;
8. Prepare and disseminate all relevant Annual General Meeting documentation. Refer to the AGM Procedure in this manual.
9. Consult with committee members regarding urgent decisions or actions to be made before meeting dates;
10. Be responsible for completing the annual 'Important Information' document.
11. Serve as a member of the committee;
12. Upon election of a new Secretary, the outgoing Secretary will familiarise the new office bearer with their role and duties.



Treasurer

The Treasurer of the ASLIA Vic committee will:

1. Have a moderate knowledge of finances, the principles of book keeping and Excel. If the Treasurer does not have this knowledge, training will be provided.
2. Supervise the receipt and safekeeping of all ASLIA Vic funds, including banking of any monies received within one week;
3. Ensure that all payments authorised by ASLIA Vic are made;
4. Supervise the keeping of financial records;
5. Prepare a budget for the next financial year;
6. Present a financial report at each committee meeting;
7. Prepare an annual financial report for the Annual General Meeting;
8. Organise an audit of the ASLIA Vic books annually;
9. Serve as a member of the committee;
10. Upon election of a new Treasurer, the outgoing Treasurer will familiarise the new office bearer with their role and duties.



Vice-President

The Vice-President of the ASLIA Vic committee will:

1. Serve as Chair for each general meeting where the President is absent. If both are absent, the members will elect a Chair;
2. Ensure all members have equal access to information at meetings and workshop i.e. provision of interpreters where both English and Auslan are required for full participation of members and guests;
3. Prepare an interpreting roster in case interpreting shall be required;
4. Be responsible for the ASLIA Vic Bursary;
5. Serve as a member of the committee;
6. Upon election of a new Vice-President, the outgoing Vice-President will familiarise the new office bearer with their role and duties.

Public Officer

The Public Officer of the ASLIA Vic committee will:

1. Ensure all reporting to the Office of Fair Trading/Corporate Affairs is carried out. This reporting consists of:
 - 1.1. Financial Statements from the Annual General Meeting (including the ASLIA Vic Incorporation Number).
 - 1.2. All changes of name or address of the Public Officer.
 - 1.3. Changes in office bearers, name of organisation, or constitution.
2. Inform ASLIA Vic members of any changes to the Act;
3. Upon election of a new Public Officer, the outgoing Public Officer will familiarise the new officer bearer with their role and duties;
4. Keep and use the ASLIA Vic seal, when appropriate.



Responsibilities of All Committee Members

1. Attend all General Meetings, Meetings of the Executive including but not limited to the Annual Planning Meeting and the Strategic Planning Workshop.
2. Where possible be involved in and contribute to sub committees. These may include those formed for specific purposes, such as for the organisation of a social event or workshop and ongoing committees such as the Finance Committee.
3. Respect the work of the Committee and aim to address all grievances should they occur.
4. Promote ASLIA Vic to all interpreting colleagues and in all forums where appropriate.



ASLIA VIC DOCUMENTS

Included in this Section:

- Statement of Benefit – Why should I join ASLIA Vic?
 - Membership Form
 - Application for Financial Assistance to Attend a Conference or Event
 - Bursary Criteria Policy and Application
 - Theatre Interpreting Guidelines
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Not included in this Section:

- ASLIA Vic Constitution



LIST OF ASLIA NATIONAL DOCUMENTS

- Code of Ethics and Guidelines for Professional Conduct
- Grievance Procedure
- Occupational Health and Safety
- Deafblind Interpreting Guidelines
- Contract of Employment
- Conference Interpreting Guidelines
- Guidelines for Interpreting in Mental Health Settings

To view the ASLIA documents go to the website www.aslia.com.au