

Local Chapter Representative/President Responsibilities

Local Chapter Representative/President is to:

- Attend at least three TSID board meetings each year. Including the Board Training and TSID Annual Conference unless excused by the TSID President.
- Attend your local chapter meetings.
- Carry information to and from the local and state boards.
- Submit a chapter report to each TSID board meeting.
- Maintain and update the TSID Board Manual for your chapter.
- Schedule with your annually appointed TSID Board Liaison an annual visit which can include time with your membership and/or a workshop which you can use as a fund raiser as needed. Liaison expenses are covered by TSID.
- Monitor compliance with TSID membership rules. All regular members of local chapters must be Members of TSID. Anyone serving as Chapter Representative must be a RID member.
- Send an annual report with a list of newly elected officers if possible to the Conference Committee according to Conference time line.
- A copy of your annual financial statement must be filed with the Secretary and Treasurer of TSID within 30 days of fiscal year end.
- Send and encourage members to send articles for the InterpreTexan.
- Appoint a local Legislative Representative and send name, address, telephone number and e-mail to the TSID Legislative Committee Chair.
- Appoint a local Educational Interpreter contact and send name, address, telephone number and e-mail to the Educational SIG Chair.
- Send a copy of your newsletter to each local chapter and the InterpreTexan Editor. Chapters may consider sending newsletters to TEA-deaf services, TCDHH, and TAD as well.
- Keep Sales Tax Exempt forms to be used by your chapter as it is exempt under the umbrella of TSID, 501 (C) (3). The form is in the TSID Board Manual. Remember to only use them for items specific to our mission.
- Provide pictures, articles etc. to the Historian of TSID.

Travel expenses of the local chapter representative are the responsibility of the chapter. If this is a hardship to the chapter, written requests for travel scholarships may be made to the TSID Executive Board. Requests must include a financial statement to be considered. Requests for travel assistance should be made in the Chapter Reports presented at the Board meeting prior to the meeting the assistance is requested.

It is your responsibility to inform the Secretary of any changes in address or telephone number for your representative.

DOCUMENT HISTORY

- Established ??/????
- Revised 08/2000