

Committee Charter – Communication Committee

Purpose Serve as the conduit between the ISG and the community at large including the interpreting community and users of the service; to help communicate actions of the other committees.

Objectives/Work Plan

- ❖ Communicate information the ISG Board of Directors, current ISG committees and current work groups to the community at large
- ❖ Distribute a quarterly newsletter to Interpreters

Responsibilities

- Develop and distribute quarterly newsletters to interpreters
- Work in conjunction with the membership committee to help increase ISG membership by 15%
- Work in conjunction with the membership committee to put automated process in place for membership maintenance
- Work in collaboration with the ISG board and other committees to improve ISG internet presence and technology outreach
- Increase inter-committee communication and collaboration

Membership Reporting relationships (for example, to ISG Executive Committee) and membership of the committee is reported on the following chart.

Role	Staff
Reports To	ISG Board of Directors
Chair	Larissa Hanson
Vice Chair	Juan Fernandez
Members	Larissa Hanson, Juan Fernandez, Alejandro Maldonado and Khadija Ali
Administrative Contact	Larissa Hanson
Standing Workgroups (under this committee)	Not applicable at this time.

Meeting Details 2 hour meeting the last Friday of the month from 1:30-3:30pm at The Language Banc in Minneapolis

Questions about this Committee? Contact the Committee Chair, Larissa Hanson (name) at: (952) 993-7055 (phone) or Larissa.hanson@parknicollet.com(email).

(Include **General Ground Rules** for all the ISG Committees? Such as:

1. Meetings will begin on time

2. Meetings will end on time
3. Late arrivals will plug in
4. All members take responsibility for the success of the meeting
5. Notify chair of known absence
6. Agenda will be sent in advance to members, with appropriate documentation
7. If not at a meeting, member relinquishes control and those present may reach consensus decision. If those present need more input, a decision to wait can be made.
8. Encourage innovation by listening to all ideas; try not to lose good ideas to the consensus process. Respect confidentiality.
9. Use "parking lot" for ideas that come up to be able to follow up later (when they may be outside the scope of the meeting focus where they are raised)
10. Decision-making: consensus is the preferred mode (all members). Discuss before major decisions. Fallback: majority of members in agreement.
11. When information is shared with the group, there will be a reasonable timeframe for comments. Absence of response will be interpreted as approval
12. Operate in the interests of ISG as a whole, not just from one's own role
13. Meetings will be scheduled when they work for the majority of members
14. Draft minutes will be sent within one week of the meeting
15. Minutes will be published by next meeting of group
16. Chair will be exempt from taking minutes
17. ISG members may belong to only one committee at a time
18. Those who attend the committee meetings but are not members are there only to observe and not to actively participate