

DRAFT as of 3/8/12 Committee Charter Template Advocacy

Purpose

To advocate for legislative initiatives that support setting minimum standards for interpreter services in the state of Minnesota. To achieve this goal, the committee will:

- Serve as representatives of ISG when working with legislators and other stakeholders and provide regular updates to ISG committees.
- Support the ISG Registry Committee's proposal for statewide interpreter registry by working with legislators to ensure the successful passage of this proposal
- Monitor and track national legislative efforts to standardize and create certification for health care interpreters.
- Monitor Joint Commission, NCQA and other accrediting body's efforts to improve the quality of interpreter service and assess its impact on health care interpreters and health organizations in Minnesota.

Objectives/Work Plan

- Review ISG Legislative Committee's proposal for statewide interpreter registry and MDH recommendations to legislature.
- Collaborate with Stakeholders on the Roster/registry bill and build public support.
- Communicate and provide subject matter expertise to MN State legislators, including testimony before committee.
- Identify community partners and arrange meetings to discuss the roster/registry

Responsibilities

- Chair of the committee will create meeting agenda and facilitate the meeting.
- Agenda and documents will be sent out to committee members at least 1 day prior to the meeting.
- Committee members will communicate via email in between meetings to share information and exchange ideas
- Committee members will contribute agenda items by sending to committee chair at least 24 hours before each meeting.
- Committee members will come prepared to each meeting by reviewing agenda and documents prior to the meeting.
- Chair or designee will share updates with BOD monthly.
- **Deliverable:** Advocate for legislative standards in the interpreting industry

Membership

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

Role	Staff
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Reports To	ISG BOD
Temporary Chair	Michele Reither
Members	Michelle Chillstrom, Tom Garden

Meeting Details Indicate frequency of meetings and when and where meetings occur
4th Thursday of each month from 11:30-12:00 at University Language Center
or via telephone conference. Other meetings as scheduled with community
partners.

Questions about this Committee? Contact the Committee Chair, Michele Reither,
interpreting@ulanguage.com, 612-379-3823

(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