

ANNEX 1

THEMATIC AREA 1: communication strategy and image of AUSIT		
Current committee: Communications and PR	Proposed New Committees: 5	Main functions
Supervised by: Communications & PR Vice-president (currently Vesna Cvjeticanin) Relevant contractors: Communications Officers (currently Sam Berner and Hayley Armstrong) <i>In Touch</i> T&I Editor and Editorial Committee Chair (currently Hayley Armstrong) <i>In Touch</i> Content Editor (currently Helen Sturgess)	a. Liaison committee	Keep up with information coming from sister organisations such as FIT, AALITRA, WAITI, NZSTI, etc. and filter relevant information to NC and other committees.
	b. AUSIT Website & Directorate Committee	In charge of creating and updating content on the AUSIT website and the AUSIT directorate.
	c. Social Media Committee	Recycle information from official communications (E-flash, President's Newsletter, <i>In Touch</i>) to spark discussion on social media (LinkedIn, FB, Instagram) with the aim of keeping AUSIT's content active. Report back on ideas, comments, etc to Communications and PR VP.
	d. Advocacy Committee	Search for translators and interpreters in the mainstream media and flag issues to the NC so that AUSIT can respond with a press statement. Also monitor if AUSIT's brand and/or logo are used by third parties without authorisation.
	e. <i>In Touch</i> editorial committee	Source content for articles, reviews, interviews of relevant members of the community, etc. for <i>In Touch</i> magazine, liaise to share content with President's Newsletter.

THEMATIC AREA 2: early career development of Members (UNI/TAFE training and post-training)		
Current committee: Education	Proposed New Committees: 3	Main functions
Supervised by: Immediate Past President (currently Erika Gonzalez) Relevant contractor: National Education Co-ordinator (currently Rebeca Paredes Nieto)	a. Educational Affiliates Committee	Provide the link between AUSIT and the Educational Affiliates – co-ordinate the Translation Competition, source students for any simultaneous interpreting activities.
	b. Mentorship Committee	In charge of developing, advertising and monitoring the mentoring program.
	c. Students' Committee	Made up by student members to represent the interests of members who are still undergoing studies and to propose PDs and other activities of their interest.

THEMATIC AREA 3: Career development of established practitioners		
Current committee: PD Committee	Proposed New Committees: 3	Main functions
Supervised by: Vice-president Events and Professional Development (currently Amy Wang) Relevant contractor: National PD Coordinator (currently Epperly Zhang)	a. National PD Committee	Coordinate the PD work with the Branch PD
	c. Divisions Committee	Language divisions – e.g. T&I for French will make up the ‘French Language Division’, Japanese practitioners can constitute the ‘Japanese Language Division’, and so forth. This can also extend to areas of specialisation across languages, e.g. CSLI and those seeking certification as CSLI together with translators working with legal documents may organise themselves into a CSLI/LegalTrans Division, same with CSHI and Health Practitioners. Each division appoints a delegate and deputy delegate and drafts their ToRS.
	d. Career Planning Committee	Study alternative or complementary careers to T&I that practitioners may pursue if they find themselves without sufficient work, e.g. limited diffusion language in community that is shrinking due to members dying out.

THEMATIC AREA 4: T&I Industry and Standards		
Current committee: PD Committee	Proposed New Committees: 3	Main functions
Industry-specific committees Supervised by: Ethics and Professional Practice Vice-president (currently Saeed Khosravi) Relevant contractor: Secretariat (currently OL)	a. Ethics and Professional Practice Committee	Study developments in the CoE and ways to make it clearer. Look at practice issues and develops guidance to be submitted to the NC for approval.
	b. Industry Affiliates Committee	Develop strategies and work between AUSIT and the Industry Affiliates and larger community of LSPs
	c. Interpreters’ feedback RNS implementation	Ad hoc committee that educates about the RNS and compiles evidence of implementation and liaise with JCDI.

THEMATIC AREA 5: Conference organising – showcase of AUSIT’s work in the year		
Current committee: Ad hoc Conference Organising Committee	Proposed new committees: 0	Organise the conference every year.
Supervised by: President, currently J. Angelo Berbotto Relevant contractor: Conference Lead (new post that has just been created)	Develop the theme, ideas, logo for the conference and organise the venue and speakers for the annual AUSIT National Conference.	

ANNEX 2

	Name of the committee	Description	Interactions	Profile of committee members
1.a	Liaison Committee	Keep up with information coming from sister organisations such as FiT, AALITRA, WAITI, NZSTI, etc. and filter relevant information to NC and other committees. Flag info on events/developments/ etc. that may interest AUSIT members for inclusion in <i>In Touch</i> magazine and/or monthly President’s Newsletter.	Some meetings during the year but mostly collation of information and emailing amongst members and reporting to NC on a monthly or bi-monthly basis.	Interest in checking out websites of other organisations. Having an eye for info that may be of interest to AUSIT members.
1.b	AUSIT Website & Directorate Committee:	In charge of creating and updating content on the AUSIT website and the AUSIT directorate and advising about changes to it.	Some meetings but mostly email communication amongst committee members.	Interest in IT issues, graphic design, and presentation of information.
1.c	Social Media Committee	Recycle information from official communications (E-flash, newsletter, <i>In</i>	Co-ordination by email. With some zoom meetings throughout the year.	Keen user of social media. Ability to update content regularly.

	Name of the committee	Description	Interactions	Profile of committee members
		<i>Touch</i> magazine) to spark discussion on social media (LinkedIn, FB, Instagram) with the aim of keeping AUSIT's content active. Report back on ideas, comments, etc to Communications and PR VP.		
1.d	Advocacy committee	Search for translators and interpreters in the mainstream media and how interpreting and translating are portrayed in the media. Flag issues to the NC so that AUSIT can respond with a press statement. Also monitor if AUSIT's brand / logo are used by third parties without authorisation.	Some meetings but mostly email communication amongst committee members.	Interest in scanning through newspapers and other media.
1.e	Editorial Committee (<i>In Touch</i> magazine)	Looks for stories, solicits content from members and other T&I-related stakeholders, writes reviews, interviews relevant members of the community and others for <i>In Touch</i> , liaises over content for President's Newsletter.	Few meetings. Mostly email communication amongst committee members.	Interest in journalism, creative writing, the institutional memory of the association.
2.a	Educational Affiliates Committee	Provide the link between AUSIT and the Educational Affiliates – co-ordinate the Translation Competition, source students for any simultaneous interpreting activities.	Mostly by email.	Members must be endorsed by the Educational Affiliate to sit on this committee.
2.b	Mentorship Committee	Develop, advertise and monitor the mentoring program.	Mostly by email.	Mixed experiences of members: past mentors, past mentees, individuals

	Name of the committee	Description	Interactions	Profile of committee members
				with an interest in training and skill-building, students, etc.
2.c	Students' Committee	Represent the interests of members who are still undergoing studies and propose PDs and other activities of their interest. Provide guidance on issues that concern students to be taken up by other committees such as mentorship, PD, Education, etc.	Mostly by email.	Run by TAFE, College and Uni students and recent graduates.
3.a	National PD Committee	Coordinate the PD work with the Branch PD.	Mostly email and zoom.	Must be a Branch PD co-ordinator to participate.
3.b	Divisions Committee	Group the delegates of each Division – each particular division must be organised (draft their own ToRs) before the delegate applies to be part of the committee. There are 2 types of division: language and specialism.	Mostly email and zoom.	Must be a delegate of a division to be part of this committee.
3.c	Career Planning Committee	Study alternative or complementary careers to T&I that practitioners may pursue if they find themselves without sufficient work, e.g. limited diffusion language in community that is shrinking due to members dying out.	Email, some zoom.	Interest in human resources, career planning, re-training.
4.a	Ethics and Professional Practice committee	Studies developments in the CoE and ways to make it clearer.	Monthly or bi-monthly zoom meetings, emails.	Interest in regulatory matters, ethics, law.

	Name of the committee	Description	Interactions	Profile of committee members
		Looks at practice issues and develops guidance to be submitted to the NC for approval.		
4.b	Industry Affiliates Committee	Develop strategies and work between AUSIT and the Industry Affiliates and larger community of LSPs..	Emails and some zoom.	Interest in how the industry operates, working conditions, business practices, standards.
4.c	Interpreters' feedback RNS implementation	Ad hoc committee that will educate about the RNS and compile evidence of implementation and liaise with JCDI.	Emails and some zoom.	Familiarity with the Recommended National Standards, practising interpreter that works in courts and tribunals.
5	Conference Organising Committee	Develops the theme, ideas, logo for the conference and organises the venue and speakers for the AUSIT annual conference.	Emails, zoom, face-to-face, taking up jobs during the conference.	Various skills as required to progress the preparation for the annual AUSIT National Conference.