

## **Motion to Create an Appointee Position for Linguistic Translation Coordinator(s)**

The NIA Accessibilities Chair and Panel 64 Past Delegate move to create an Appointee position for Linguistic Translation Coordinator(s). The following information will be placed in the NIA Service Guidelines:

### ***Linguistic Translation Coordinator(s) Responsibilities***

Whenever possible, Northern Illinois Area 20 strives to be inclusive in communicating with members of the NIA fellowship in their own language, through translation of agendas, motions, minutes, presentations, reports, and other documents produced at the Area level. Because of the magnitude of documents created, it is not always possible for trusted servants to self-manage translation into a language other than their own. To this end, Linguistic Translation Coordinator(s) will be appointed to aid in the coordination of document translation.

### ***Qualifications***

- Bi-lingual in English and the required language of translation (such as English and Spanish).
- Sufficient service experience to be familiar with common AA terms.
- Experience with translation tools or services, including web-based tools.
- Sufficient time available to prepare documents to hand over to the Area Chair, or other relevant Area trusted servants, so that they can be made available concurrently and in the same format as English documents.

### ***Responsibilities***

- Perform all duties as outlined in the Responsibilities of Appointees section of this document.
- Be available to aid Area Committee members in the translation of documents.
- Review translated documents for accuracy and ensure that linguistic nuances align with the spirit of AA.
- Coordinate the translation of documents by third party vendor if necessary.

In addition, the below information should be inserted in the NIA Service Manual on page 17 (web version) under the Service Guidelines, Introduction heading as a new 4<sup>th</sup> paragraph:

NIA has a Linguistic Translation Coordinator to aid in these efforts. While it is not the responsibility of this Appointee to translate documents and reports directly, they are available to assist Area trusted servants by coordinating with third party vendors and/or reviewing translated materials.

## **Background**

At the 2023 Winter Assembly a motion was passed to provide translation of all Area Documents. To help facilitate this effort, a coordinator position would provide support to trusted servants with their efforts to translate documents into other languages. It is not the intent of this position to do complete translation of all documents for all members of the Area Committee. The intent is to provide support with reviewing documents for accuracy, coordination with third party vendors, and aid Area trusted servants with the use of web-based translation sites.