

# THE TA CEATL DELEGATE ROLE DESCRIPTION



## ABOUT CEATL

The Translators Association (TA) is a founding member of the European Council of Literary Translators' Associations (CEATL): an umbrella group for European literary translators' associations (currently numbering 36 members from 28 countries). CEATL serves to develop best practices and fight for better working conditions in a range of areas, to lobby/advise institutions, be that at the national or European level, and to generally highlight and boost the profile of literary translators/translation to both the publishing sector and the general public. It also liaises with similar organisations such as FIT<sup>1</sup>, EWC<sup>2</sup>, and AVTE<sup>3</sup>.

A number of countries have several associations that are CEATL members, either because of a multiplicity of languages (the case of Spain, for example) or for organisational/historical reasons (Norway has one association for translators of fiction, and another for translators of non-fiction). Each member association has at least one delegate, some have two or more (the choice of whether to have one or several is entirely up to the member association), but only the "First" delegate can vote on official business.

## THE TA'S CEATL DELEGATE

As per the TA's Terms of Reference, one of the TA's aims is to "maintain an active role as a member of the European Council of Literary Translators' Associations (CEATL)". The TA used to have just one delegate, but from 2016–2024 it had two: Shaun Whiteside (who was on the CEATL Board and also President for two years) and Roland Glasser. The SoA's current stance is that it can only support two delegates if at least one of them serves on the CEATL Board, in which case their AGM travel/accommodation expenses are covered by CEATL. CEATL expects delegates to serve for at least three years, and indeed most serve for much longer (at the discretion of their own association).

## APPOINTMENT PROCESS

The TA CEATL Delegate is appointed by the TA Committee and may be removed by this body by simple majority agreement. When the role is vacant, the TA Committee will:

- ask the TA membership for expressions of interest, in addition to soliciting members directly and compiling its own list of potential candidates;
- if no such candidate is found, then the TA Committee will solicit literary translators who are current full members of the SoA and who have relevant prior experience;
- if no such candidate can be found, then the TA Committee will solicit literary translators who are current full members of the SoA and may be interested in the role.

All candidates for the role of TA CEATL Delegate are subject to the requirements set out in the Person Specification contained in this role description.

Suitable candidates will be set out in a proposal to a meeting of the TA Committee, with all discussion regarding potential candidates to be strictly confidential. The TA Committee will

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<sup>1</sup> <https://en.fit-ift.org>

<sup>2</sup> <https://europeanwriterscouncil.eu>

<sup>3</sup> <https://avteurope.eu>

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appoint its preferred candidate by means of a secret ballot. In the event of a tie, the Chair of the SoA Management Committee will have a casting vote.

## TERM OF APPOINTMENT

Recognising the benefit of long-term experience, the role of TA CEATL Delegate is not subject to the standard term limits applicable to members of the TA Committee as detailed in the TA's Terms of Reference. The TA CEATL Delegate shall serve an initial term of three years, which may be renewed for two additional terms of two years each at the invitation of the TA Committee. The TA CEATL Delegate may thus serve a total of three consecutive terms over the course of seven years. After seven consecutive years as the TA CEATL Delegate, the Committee member shall subsequently not be eligible for re-election to the TA Committee until at least two years have elapsed from the end of their previous term as per the guidance applicable to ordinary members of the TA Committee. If the TA CEATL Delegate is already an elected member of the Committee upon their appointment as CEATL Delegate, any time previously served shall not be counted against the limits set out in this paragraph. The TA Committee may agree to extend the CEATL delegate's maximum term of seven years in exceptional circumstances by a simple majority vote.

The CEATL Delegate is a full member of the TA Committee with voting rights. An SoA-led induction programme will be offered to the CEATL Delegate at the start of their term on the TA Committee. It should be noted that TA Committee members are not legal directors of the SoA. However, they may be invited to attend SoA Management Committee meetings as a non-voting nominated representative of the TA. They may also be invited to join or attend other SoA Sub-Committees on behalf of the TA. In doing so, TA Committee members will be bound by the [Management Committee Code of Conduct and Confidentiality Agreement](#).

## DUTIES OF THE POSITION

- Attend the three-day AGM, hosted by a different member association in a different European country each year.
- Join one of CEATL's working groups<sup>4</sup> (and/or taskforces for one-off projects).
- Attend quarterly meetings of the TA Committee.
- Liaise with the SoA staff responsible for the TA regarding CEATL business.
- Ensure that both the SoA and the TA membership are kept informed of CEATL's news and updates, disseminate surveys (and results thereof), manage calls for participation of TA members in CEATL projects, etc., as well as keep TA members informed of opportunities such as grants and residencies.
- Ensure that CEATL (and by extension its members' associations) are kept informed of the TA/SoA's news and best practices, and of opportunities such as grants and residencies.

It is important to note that CEATL is anything but a dry talking shop. It is a **lively, collegiate organisation with big ambitions, big ideas, and all of the imagination which we literary translators are known for!** Currently comprising around 45 delegates from across Europe, many of whom have served for a number of years, the working environment is friendly, good-humoured and fun. The working language is English.

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<sup>4</sup> <https://www.ceatl.eu/about-us/working-groups>

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**Time commitments** can vary from a few hours a month to a few hours a week depending on the delegate's availability and interest. Participation in a working group or taskforce is expected, and if a delegate can give more, then that is very much appreciated. Certainly, the TA would expect their delegate(s) to maximize their involvement.

## PERSON SPECIFICATION

The TA CEATL Delegate must be a practising literary translator who is a current full member of the SoA and who has served on the TA Committee for at least one year – that is to say they may be a current member of the Committee or else have served on it in the past. The **ideal candidate** should be genuinely interested in (and have a decent comprehension of) the nuts and bolts of our business, from translators' rights to working conditions to education/training, and also the challenges we face (AI being the biggest at present). Although CEATL is legally required to produce all official documents in both English and French (since it is registered in Belgium), the working language for all internal discussions and communications is English. Knowledge of a continental European language is therefore not a prerequisite. Indeed, there have been a number of delegates who translate from non-European languages. Residency in the UK is not a pre-requisite; however, the SoA would typically not be able to pay travel expenses for a delegate based outside Europe.

The TA CEATL Delegate may not hold another significant TA/SoA role concurrently (such as Chair of the TA Committee or Chair of the SoA Management Committee).

In terms of **perks**, delegates enjoy:

- One expenses-paid trip a year to a different European location for the AGM, with the opportunity to extend one's stay before or after at one's own expense.
- The opportunity to mix with fellow literary translators from a wide range of national and cultural backgrounds, working with a range of language combinations (including non-European source languages).
- Direct involvement in crafting the policies and best practices of the future, and in making the TA's own contribution to this pan-European effort.
- Free entry to the London Book Fair, as well as invitations to events such as the SoA's annual translation prizes.
- Opportunities for networking and career development.

## EXPENSES

The role of TA CEATL Delegate is **unremunerated**, although the SoA will cover the delegate's expenses to attend the CEATL AGM. The SoA will typically not be able to pay travel expenses for a delegate based outside Europe. Per diems of €150 are payable by CEATL from the fourth day of work/travel undertaken annually on behalf of CEATL (not including the AGM), although many delegates don't claim these (or if so, not their full entitlement), since it is appreciated that CEATL's finances are relatively limited at the best of times.

## THE CEATL BOARD

In the event that the TA CEATL Delegate becomes a member of the CEATL Board and therefore has their AGM travel/accommodation expenses covered by CEATL, the TA will discuss with the SoA the selection of a second TA CEATL Delegate who will assume the voting rights of the first delegate (and who will potentially replace them in due course). The selection criteria and process, as well as the length of service, will be the same for the second delegate as for the first.

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### ACCOUNTABILITY

The TA CEATL Delegate's point of contact within the SoA shall be with its Staff Coordinator. If there is an issue with the Staff Coordinator, the Delegate can approach the TA Chair or the SoA's Head of Membership and Author Communities, as appropriate.

### CODE OF CONDUCT

The TA CEATL Delegate shall not communicate any confidential information known to them by reason of their position that has not been made public, except with the permission of the SoA's Head of Communications, or the Chief Executive Officer. More information about this can be found [here](#).

### DISPUTE RESOLUTION

Issues related to the TA Staff Coordinator: see the SoA Complaints procedure [here](#). Any informal issues or queries can be raised with the staff coordinator's line manager.

Issues related to other TA Committee members or the TA Chair: the best route is to raise issues during a Committee meeting as this will be recorded in the minutes. It is worth rereading the SoA [Dignity and Respect policy](#) before seeking to address any unacceptable behaviour. Issues related to CEATL staff, board members or delegates should be raised via CEATL's channels where appropriate, or with the TA staff coordinator.

You may also find [these notes](#) helpful regarding the conduct of those in public office. Although Committee members do not hold public office, they are elected from within the membership of the TA and thus are expected to demonstrate a commitment to the values endorsed by the SoA and other publishing stakeholders.