

TRANSLATORS ASSOCIATION (TA) COMMITTEE MEMBER ROLE DESCRIPTION



PURPOSE OF THE POSITION OF TA COMMITTEE MEMBER

- To represent the Translators Association (TA) membership on the professional issues that affect them. When necessary, this should include escalating such issues to the Committee and working with the TA Chair and Staff Coordinator to further escalate such issues within the SoA to its Management Committee and Sub-Committees.
- To ensure a good flow of communications between members of the TA and the SoA's staff.
- To contribute to strategic decision-making and the planning of group activities within the TA as part of the Committee's ongoing work.
- To champion relevant industry-related initiatives and campaigns.

TERM OF APPOINTMENT

TA Committee members are elected by the membership of the TA.

Members of the Committee shall serve for a term of two years and may stand for re-election for a further two terms of two years each. A member may thus serve a total of three consecutive terms over the course of six years. A member shall subsequently not be eligible for re-election to the Committee until at least two years have elapsed from the end of the previous term. (Candidates elected to the Committee formally assume their roles from 1 January following the elections process in the preceding autumn. Thus, a Committee member retiring at the end of 2025 may stand for election no sooner than 2027 for a term beginning in January 2028).

While the TA Chair and CEATL delegate are both voting members of the TA Committee, these are both subject to different terms of appointment – see the separate role descriptions for further details. Full details around elections to the Committee are set out in the TA Terms of Reference.

TA Committee members will take part in an induction programme at the start of their term.

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 AND TIME COMMITMENT OF THE POSITION

- Attend TA Committee meetings on a quarterly basis (virtually or in-person when a hybrid option is made available). [Approx 2.5 hours per meeting]
- Prepare for meetings: write and submit papers promptly when proposing topics for discussion at meeting; read others' papers. [Approx 1-2 hours per meeting]
- Perform desk-based administration, communications, research and other supporting tasks related to topics emerging from meetings. [Approx 1-2 hours per month]
- Join and contribute to TA/SoA working groups and other ad hoc projects based on the member's interests and expertise. [Dependent on individual preferences]

- In addition to the above, Committee members are encouraged to participate in TA- and SoA-organised events and gatherings to connect with members for the purposes of gathering informal feedback relating to TA members' concerns, as well as the wider translation community and profession. Such feedback can be shared with the Staff Coordinator, other Committee members and, when appropriate, with the SoA Management Committee.

The total time commitment should not exceed 5 hours (approximately 2–4 hours) per month.

ACCOUNTABILITY

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

CODE OF CONDUCT

TA Committee members 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 Head of Communications, or the Chief Executive Officer. More information about this can be found [here](#).

EXPENSES

The role of TA Committee member is a voluntary role and is not remunerated. Committee members will be reimbursed for travel expenses when attending pre-approved in-person meetings and events where they represent the TA, such as the annual SoA Translation Awards. Out-of-pocket expenses will be reimbursed in line with the [SoA Expenses Policy](#).

Committee members may also apply to the [Society of Authors' Access Fund](#) which gives support for childcare and access costs.

PERSON SPECIFICATION

Members of the TA Committee are drawn from and elected by the TA membership. **They must be Full Members of the SoA.**

VALUES

TA Committee members should:

- represent all TA members regardless of background or career stage;
- uphold the highest ethical standards of integrity and probity (see [the Book and Publishing Industry Professional Values](#) and the [Nolan Principles of Public Life](#));
- listen sensitively to the views of others;
- seek to gain the trust and respect of TA members, as well as that of the SoA's Management Committee and staff; and
- seek to implement best practices wherever possible.

SKILLS & APPROACH

TA Committee members should have:

- a good understanding of the issues faced by literary translators;
- a desire to contribute to the strategic and campaigning work of the TA and SoA to protect and further the rights of translators;
- good communication skills – they should be able to communicate clearly and speak in a range of group settings;
- an approachable personality with the desire to meet with members from a range of different communities, backgrounds and career stages;
- the capacity to attend TA Committee meetings, group events, meetings, etc. as appropriate – in-person or remotely – throughout the UK; and
- some experience of handling sensitive, complex or confidential issues with integrity.

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.

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.