

TRANSLATORS ASSOCIATION

TERMS OF REFERENCE



Introduction: The Translators Association (TA) is a Society of Authors (SoA) Special Interest Group (SIG) founded in 1958. The TA provides a source of expert advice for individual literary translators and is also a collective voice representing the profession.

Aims of the group: The TA seeks to:

- i. represent the SoA's translator members (as embodied by the TA group) and their professional challenges to the SoA as a whole; to publicly represent literary translators in the UK as a whole;
- ii. promote and encourage positive relations with other translators' associations and groups;
- iii. maintain an active role as a member of the European Council of Literary Translators' Associations (CEATL);
- iv. foster and preserve amicable relations with relevant stakeholders professionally concerned with translating works of all genres, including but not limited to fiction, non-fiction, academic works, dramatic works, and poetry;
- v. furnish advice to members or their authorised representatives on all questions, whether legal or non-legal, affecting them in their capacity as translators;
- vi. improve conditions of payment and the status of translators, to ensure adherence to copyright law in accordance with the Nairobi Recommendations of UNESCO and to keep TA members informed of developments; and
- vii. undertake any other work necessary to fulfil the TA's strategic aims as determined from time to time by its Committee.

Group membership: Any member of the SoA who is a translator or otherwise holds an active interest in translation may join the TA by contacting the SoA's Membership and Author Communities team. For the avoidance of doubt, the TA is a SIG of the SoA, and all TA members must be SoA members in good standing.

SoA support and resources: The SoA shall provide support to the TA in accordance with its framework for SIGs through the provision of a Staff Coordinator (this role may be shared by two members of staff). One day (FTE) of the Staff Coordinator's working week will be allocated to TA-related duties. The Staff Coordinator's TA-related working patterns will vary depending on the time of year. Please see the role description of the Staff Coordinator for further information.

The TA will be assigned a dedicated budget as part of the SoA's SIG budget to cover expenses incurred by the TA and its Committee in the performance of their duties. Furthermore, a number of centrally support and funded SoA events will be programmed in consultation with the TA Committee. Additional support-in-kind may be provided by other SoA staff, such as the Events Team, the Communications Team and the Policy Team, when appropriate. This will be mediated via the Staff Coordinator.

Committee: The TA membership shall elect a Committee that will work to deliver the group's aims as set out in these Terms of Reference. The total membership of the Committee shall not exceed eight in number, including the TA's CEATL delegate, and all members shall have equal voting rights. Members of the Committee shall be members of the SoA and the TA

The TA Committee shall instruct the Staff Coordinator to oversee an annual election process in the autumn in accordance with SoA SIG procedures. Notice of the election shall be shared with all TA members and any candidates

wishing to stand must notify the Staff Coordinator by the stated closing date and submit a brief written statement. Should there be more candidates than vacancies then the election shall be decided by a vote of all TA members. Elected candidates shall be invited to the final Committee meeting of the year and will formally assume their roles from 1 January in the subsequent year.

Members of the Committee shall serve for a term of two years and may stand for re-election for two additional terms of two years each. A member may thus serve a total of three consecutive terms over the course of six years. After six consecutive years as a member of the Committee, members shall subsequently not be eligible for re-election to the Committee until at least two years have elapsed from the end of their 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).

CEATL Delegate: The TA CEATL Delegate shall be appointed by a simple majority of the TA Committee whenever there is a vacancy. 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 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 Committee set out in the above paragraph. If the TA CEATL Delegate is already an elected member of the Committee upon their appointment, any time previously served shall not be counted against the limits set out in this paragraph. In exceptional circumstances, the TA Committee may remove the TA CEATL Delegate from their position or agree to extend the Delegate's maximum term of seven years in by a simple majority vote. See the separate TA CEATL Delegate role description for further details.

Others: In addition to its SoA Staff Coordinator, the TA Committee may from time to time and by simple majority agreement invite other members and staff of the SoA, as well as relevant external stakeholders, to participate in discrete projects. Such individuals may, where appropriate, attend meeting of the Committee but shall not hold any voting rights.

Chair: The TA Chair shall chair meetings of the TA Committee. They shall also represent the concerns and interests of the TA Committee, TA members and the broader literary translation profession to the SoA internally through non-voting membership in/on the SoA Management Committee, involvement in its Policy and Public Affairs Sub-Committee, and participation in any other necessary forums. If necessary, the Chair may nominate a proxy from within the Committee to undertake these duties. The Chair may be invited to join SoA Sub-Committees at the discretion of the Management Committee.

The TA Chair shall be appointed by a simple majority of the TA Committee from among the existing members of the Committee whenever there is a vacancy, which shall ordinarily be at the final Committee meeting of the calendar year. This appointed Chair shall serve an initial term of two years, which may be renewed for a further term of two years at the invitation of the Committee. Once the Committee member has been appointed TA Chair, the initial two-year term shall supersede the Chair's prior term as a member of the TA Committee. In practice, this will mean that an elected member who has served for one year of an existing two-year term as a member will, upon appointment

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as Chair, serve for two further years without facing re-election – or for four years if they are invited to serve a second term as Chair. Following two terms (four years) as Chair, the TA Chair must retire and shall not be eligible for re-election to the TA Committee until at least four 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 Chair retiring at the end of 2025 may stand for election no sooner than 2029 for a term beginning in January 2030).

If, for any reason, a TA Chair appointed at the final Committee meeting of the calendar year is unable to complete their initial two-year term, the TA Committee shall appoint a replacement from among the remaining members of the Committee to serve the remainder of the Chair's term. In such circumstances, the Chair's term may be renewed for one further term of two years at the invitation of the Committee.

The TA Chair may be removed at any time by simple majority agreement of the TA Committee.

The TA Committee may appoint two co-chairs provided that both individuals meet the criteria set out in the Terms of Reference and the separate TA Chair role description, and that they wish to work together on a "joint ticket". The TA Committee may alternatively consider the appointment of a Vice Chair.

The TA Committee may invite a retiring TA Chair to continue attending its meetings on a non-voting basis for a limited handover period of no more than one year.

See the separate TA Chair role description for further details.

Frequency of meetings and quorum: The Committee shall meet at least four times per calendar year and will be considered quorate with four members in attendance.

Record of meetings: Action points from meetings will be drafted by the SoA Staff Coordinator and circulated to the Committee following the meeting.

Reporting mechanism: The Committee shall report on its activities:

- i. to the SoA Management Committee (annually);
- ii. to the SoA Policy and Campaigns sub-committee (as requested);
- iii. to the TA membership via a regular newsletter and the SoA membership through newsletters and *The Author* (space allowing); and
- iv. to the TA membership via an annual, informational end-of-year event.