



IMIA REPRESENTATIVE SELF-EVALUATION

Name: _____

Date: _____

To be filled out by the IMIA Rep six months after his/her initial appointment and thereafter on an annual basis. Forms need to be returned by _____ to the Rep Liaison who will review and make recommendations to the Board.

	Needs Improvement			Excellent	
	1	2	3	4	5
Represent the IMIA members in their region	1	2	3	4	5
Promote the profession and the IMIA organization in their region to non-members	1	2	3	4	5
Enable and coordinate IMIA Symposiums in their region	1	2	3	4	5
Act as a liaison with the IMIA region members and with regional and national organizations interested in language access by forming strategic alliances	1	2	3	4	5
Moderate periodic conference calls with members of their region (could be bimonthly or quarterly)	1	2	3	4	5
Act as our liaison to keep the IMIA Executive Board informed of what is happening in their region	1	2	3	4	5
Attend monthly or quarterly IMIA rep meetings via conference call - Schedule TBD (Skype accounts are highly recommended for country reps)	1	2	3	4	5
Attend yearly Representative face-to-face meeting at IMIA conference in October	1	2	3	4	5
Agree to a term of two years concurrent with Board election	1	2	3	4	5
Update region page on IMIA website with information relevant to national initiatives and organizations	1	2	3	4	5
Other initiatives as deemed necessary for the specific needs of their region	1	2	3	4	5

Renewal and Dismissal of Representatives

IMIA Representatives are appointed to carry their mandate for two years starting and accompanying the IMIA Board of Directors term, with the option to renew their term. Representatives are highly recommended to limit their terms to three straight terms.

Upon review of the IMIA Representative Evaluation, the IMIA Liaison may decide to renew the term or remove a representative from his/her position.

Grounds for dismissal:

- Lack of compliance with assigned tasks
- Conflict of interest
- Unethical behavior/breach of the Code of Conduct (Ethics Committee Review)
- Excessive absences (3 consecutive Rep meetings)

Prior to removal, the IMIA Representative Liaison will provide the Representative a written warning as an opportunity to rectify.