



Proposal for the Restructuring of ISAAC for 2009

August 2008

Original document created for the ISAAC Executive Committee by Martine Smith, President (2004-06). This paper has been further developed by the Executive Committee (2006-08). The paper has also been circulated to the Board members for input. A sub-group of seven Board members have worked the proposal through a number of drafts. Changes made following the Board meeting on August 08 have been included.

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Towards a New Structure for ISAAC

As agreed by the Board of Directors of ISAAC in April 2007, the Executive Committee has developed a proposal for changed governance structures for ISAAC, including a review of current Board and Executive Committee structures and responsibilities, as well as a review of standing committees and task forces.

Since then, the Executive Committee has prepared several working drafts and circulated these among Board members. A small group of Board members volunteered to work closely on adding detail to the changes. This group has included the following members:

Margaret Lilienfeld (South Africa)
Arne Myklebust / Aina Ask (Norway)
Shelley Deegan (Canada)
Catherine Olsson (Australia)
Janne Mottlau / Søren Vintergaard (Denmark)
Yvette Abdel Malek (Egypt)
Janet Scott / Liz Moulam (UK)

Changes put forward were incorporated into the document by the Executive Committee. The Board added further comments by April 15, 2008.

Any necessary bylaw changes that are required were then developed and circulated to the Board by June 16, 2008.

The Board of Directors met at the biennial Board meeting in August 2008 and voted on the bylaw and restructure changes. Changes will come into effect as of January 2009.

The Current Situation

The following summary outlines the current membership structure within ISAAC, the election process and responsibilities assigned to members involved in the governance of the organization.

At present, the Board of Directors consists of the following:

Current Total

Chapter Presidents	Automatically appointed directors	14
A member representative for Each Chapter	Elected by the Chapter members	14
Directors for non-Chapter regions with more than 10 members	Elected directly by members in the region	9
Directors to represent large geographic regions not otherwise represented		0
Chair of the Board	Elected by the Board, from the membership. This is a non-voting position.	1
Note: According to the Bylaws, at least two (2) directors must be people who use AAC.		
TOTAL		38

The Editor of the AAC Journal and the Editor of the IE are non-voting Board members.

At present, the Board is responsible for:

1. Establishing the policy and direction of ISAAC;
2. Approving the biennial budget;
3. Making or amending bylaws;
4. Electing the Executive Committee;
5. Delegating management to the Executive Committee;
6. Appointing, employing, dismissing or firing employees;
7. Removing an officer of the Society;
8. Creating standing committees;
9. Creating task forces or committees and appointing chairpersons;
10. Reporting to the members on its work, including financial statements;
11. Borrowing money;
12. Engaging in business activities, including entering of contracts, leases and purchasing real and personal property.

The Chair of the Board is responsible for:

1. Providing leadership to the Board;
2. Liaising with the Executive Committee to ensure adequate and appropriate communication with the Board, especially concerning policies and long-range plans.

The Board of Directors elects the Executive Committee.

The officers of the Executive Committee are: the President, the President-Elect, the Leadership Chair for People who use AAC, two Vice-Presidents without portfolio, and a Vice-President of Administration. The Chair of the Board is automatically a member of the Executive Committee. A minimum of one person who uses AAC must be on the Committee.

The Executive Committee is responsible for:

1. Implementation of the long-range plan and operational plan;
2. Direction of the Secretariat;
3. Choice of international conference sites and support;
4. Coordinating regional conferences;
5. Publications program;
6. Negotiations with publishers;
7. Promoting and supporting the development of Chapters;
8. Providing support to developing countries;
9. Awards and scholarships;
10. Ensuring representation by people who use AAC;
11. Maintaining records of proceedings;
12. Having custody of funds of ISAAC;
13. Accounting for all funds and transactions, as required by the Board.

An Executive Director or Secretariat Manager is appointed by the President, and is directly accountable to the President and hence to the Board. It is desirable to have an Executive Director at the ISAAC Secretariat but this is subject to funding being available.

Planning for the Future

As outlined in August 2006 at the Board of Directors Meeting, several factors have led the Executive Committee to review these structures and make recommendations for change. These decisions are based on a need to:

1. Enhance decision-making processes;
2. Reduce costs, while maintaining efficiency and productivity;
3. Ensure the structure represents a developing organization;
4. Ensure opportunities for membership participation at an international level.

The three action portfolios as part of the long-range plan were approved by the Board in August 2006. These were:

- Promoting knowledge about and providing information on AAC (READ);
- Developing leadership skills for people who use AAC (LEAD);
- Building AAC communities (BUILD).

Each of these action portfolios is supported by a group of ISAAC members who have expressed a willingness to be involved in the projects. One member of the Executive Committee coordinates the work of each of these action groups. Bylaw changes are not needed to create these action groups and so they are not discussed further here, but they are an important part of the continuing work of ISAAC.

We turn now to the roles and responsibilities of the Board and the Executive Committee in the governance structure changes.

Creation of the Council

It is proposed that the current Board of Directors of ISAAC becomes the Council, with key responsibilities to guide and advise on all matters of policy and finance for the organization.

The Council will also have a key role in nominating individuals to the Executive Board.

Many current Board members have expressed concerns that it is difficult to engage the membership fully in relation to the budget and to elections without some structure to support their involvement. Chapters offer a logical structure. The Council is envisioned as the natural linkage to the Chapters. The Chair of the Council will act as a liaison between the Executive Board and the Council, ensuring that information is fully conveyed. The Secretariat will also support the conveying of information to the members through direct mail, email and the website.

The new Council will draw membership from Chapters and non-Chapter countries. Each Chapter may nominate two (2) members to the Council, one of whom would normally be the Chapter President. Non-Chapter representatives will be elected through an election process managed by the Secretariat, involving all members within the country.

Large geographic regions that are not represented through either of the above will also be entitled to one elected representative, and the election process involving all members within this geographic region will be managed through the Secretariat.

Proposed Structure

Chapter Presidents	Automatically appointed Members	14
A member representative for each Chapter	Elected by the Chapter members	14
Representative for non-Chapter regions with more than ten (10) members	Elected directly by members in the region	9*
Representative to represent large geographic regions not otherwise represented	Four (4) Proposed Geographic Regions: Africa; Asia; Eastern Europe and Russia; and Latin America and the Caribbean	4
Chair of the Council	Elected by the Council, from the membership. This is a <i>voting</i> position on the Executive Board.	1
TOTAL		42*

(*this number could fluctuate depending on organizational growth)

Terms of Office

Members will serve a term of two (2) years and be able to sit for **three (3) consecutive terms**. After a break of one (1) term, members may be re-elected for a further term.

Duties and Responsibilities of the Council

The principal duties of the Council will be to guide the Executive Board on all matters relating to the policy and direction of the organization, including representation on the Finance Committee.

The purpose of the Council is to advise the Executive Board about matters relating to ISAAC regarding the needs and interests of the international membership.

The Council and the Executive Board are mutually responsible for initiating discussion on matters relating to finance, membership, committee development and future plans.

Duties of the Chair of the Council

The liaison person between the Council and the Executive Board will be the Chair of the Council. The Chair will be responsible for the flow of two-way information between the Council and the Board. The Chair will be of a member of the Finance and Nominations Committees and will chair the biennial meeting of the Council.

Duties of all Members of the Council

1. To actively support activities and policies of ISAAC;
2. To develop an understanding of ISAAC finances and provide prompt feedback to the Executive Board;
3. To nominate members of the Executive Board through the Nominations Committee;
4. To be familiar with ISAAC's mission, goals and activities and represent them to members and to the public in a positive manner;
5. To undertake specific tasks on behalf of the organization, e.g., fundraising, conference planning, publications, etc.;
6. To participate in task forces/committees to support international collaboration;
7. To ensure the Executive Board is aware of ISAAC members' concerns that may hinder the growth of AAC throughout the world;

8. To ensure the Executive Board is aware of ideas generated by ISAAC members that may contribute to the growth of AAC throughout the world.
9. To participate in the decision-making process with the Executive Board in removing any Member whenever the best interests of ISAAC require such action;
10. To participate in making or amending bylaws.

Council members could be assigned to participate in ISAAC committees/task forces.

Meeting Requirement

The Council will meet face-to-face every two (2) years before the Biennial Conference. The Chair of the Council will chair this meeting. Other meetings will be conducted electronically. Any Council member can call a meeting.

Creation of the Executive Board

The Executive Committee will be reconstituted as the Executive Board. The Executive Board will assume the current responsibilities of the Board of Directors, as follows:

1. Establishing the policy and direction of ISAAC;
2. Approving the biennial budget;
3. Making or amending bylaws;
4. Reporting to the members on its work, including a financial statement;
5. Borrowing money;
6. Removing a **member** of the Society;
7. Appointing, employing, dismissing or firing employees;
8. Appointing members to standing committees;
9. Creating task forces or committees and appointing chairpersons as advised by the Council.

In addition, it is proposed that the Executive Board and not the Council become responsible for "*engaging in business activities, including entering of contracts, leases and purchasing real and personal property.*" The Executive Board will be delegated to engage in these activities on behalf of ISAAC. The Council will continue to elect a Chair, to guide the work of the Council and to act as its voting representative on the newly constituted Executive Board.

The Executive Board

It is proposed that the Executive Committee of ISAAC become the Executive Board, with responsibilities for areas currently held by the Board of Directors. It is proposed that the Executive Board consist of six (6) officers, elected by the Council, with the Chair of the Council automatically sitting as a voting member of said Board.

The Executive Board will consist of the following Officers: President, President-Elect, Chair of the Council, Vice-President Leadership Chair for People who use AAC, and two (2) Vice-Presidents without portfolio.

The President has the casting vote if a vote is required.

Terms of Office

Members of the Executive Board will serve a maximum of two (2) terms in any one position.

Duties and Responsibilities of the Executive Board

In this new structure, the aforementioned core responsibilities are further detailed below:

1. Electing the Executive Board

It is proposed that the Nominations Committee send a "Call for Nominations" to all members, committees and Chapters, 120 days prior to the ISAAC Biennial Conference. Nominations should be forwarded to the Nominations Committee within sixty (60) days from the "Call" date. A list of nominated candidates will then be developed by the Nominations Committee from all nominees and volunteers, and posted on the website. The Council, as representatives of Chapters and non-Chapters, will vote on the candidates.

2. Establishing the Policy and Direction of ISAAC

This relates mostly to the operational and long-range plans of ISAAC (five years). There is no set procedure for setting the long-range plan from which the operational plan is derived. Below is our proposal for future long-range plan formulation.

3. Establishing the Long-Range and Operational Plan

The President sends out a call for submissions to all members, twelve (12) months before the long-range plan is due to come into effect. A space is created on the Information Exchange to solicit feedback and views, and is kept active for a minimum of two (2) months. Following that time, a draft long-range plan is compiled by the President and then reviewed by the Executive Board. It is then sent to all Council members, and is posted on the Information Exchange in the Member News section, accessible only to members, for further feedback. A further two (2) months of active availability is allowed for this process of feedback. A summary of responses is collated and held as a record of the engagement of members in the process. The revised long-range and operational plan, which has been fully costed out, is then presented to the Council for approval by simple majority. At that point it goes to the Executive Board, where the operational plan must be agreed to by a clear two-thirds majority vote.

Should specific queries in relation to policy arise, these should be circulated to the Council through its Chair, and feedback sought from the Council.

4. Establishing and Approving a Biennial Budget

The Executive Board is charged with the responsibility for developing the budget for ISAAC in consultation with the Finance Committee and Secretariat.

The Executive Board develops the Budget and circulates the Budget to the Council for comments and advice. The Council is asked for comments within fourteen (14) days.

The Executive Board revises the budget in relation to these suggestions. The revised budget is then circulated to the Council and put to a vote.

Once Council approval is confirmed, the Executive Board approves the budget by majority vote.

Once the budget has been approved by the Executive Board, no changes may be made except by a resolution of the Executive Board or an emergency resolution by the Council.

The budget is posted on the ISAAC website in a secure area (password protected) and members are advised that the budgets are available for viewing.

The (audited) accounts for the organization should be published on an annual basis and all members notified.

5. Borrowing money

As noted in the Budget Section, it is suggested that a proposal for borrowing money be developed by the Finance Committee and circulated to the Executive Board and the Council for comment and approval, and said proposal be agreed to by a majority vote of the Council and unanimous vote of the Executive Board. Money may not be borrowed without a clear and viable financial plan to underwrite the loan.

6. Reporting to Society members on the work, including financial statements, of the Executive Board

As the Council will be acting in an advisory capacity, the Executive Board assumes the responsibility of reporting on its work to the membership. It is suggested that in order to expedite this process and to make the information as accessible as possible, an area on the website be made available to the Board to report on these working issues and on issues where advice is to be sought. This will ensure that the membership is kept informed of work being done on their behalf. The membership will also be informed about the recommendations that have been made to the Executive Board.

7. Reporting to the United Nations

ISAAC is an NGO in Special Consultative Status with the Economic and Social Council of the United Nations. To maintain our NGO status, the President will be the NGO liaison with the UN, responsible for reporting on ISAAC activities on a regular basis, as required.

8. Making or amending bylaws

It is proposed that any amendments to bylaws be posted on the Information Exchange for a period not less than thirty (30) days. All members must be notified of such a posting. Feedback in relation to proposed changes must be collated, and a record kept of such changes. An initial process of feedback **must** be sought from the Council before posting. The Executive Board must agree unanimously to the proposed changes.

9. Removing a **Member of the Society**

A proposal to remove a **member** must then be circulated to the membership and to the Council, at least thirty (30) days prior to the proposed removal coming into effect.

In the case of removing a member of the society, said member shall be invited to respond within 30 days. The process for removal shall involve the member's response, the allegations, a vote by the majority of the Executive Board, and a vote by the majority of the Council. A simple majority by both the Executive Board and Council is required to effect this removal.

10. Appointing, Employing, Dismissing or Firing Employees

The Executive Board through the President has the authority to engage, discharge or terminate any and all employees, and contract staff of ISAAC. Said actions should be reviewed in advance by a solicitor engaged in and knowledgeable in local labour laws (on the basis that employees may work anywhere in the world and laws change by nation).

11. Appointing Members to Standing Committees

The Executive Board will consult with the Council through the Chair of the Council on the continuation of existing standing committees, and on the establishment of new standing committees of ISAAC, and seek nominations from the Council and the membership for all committees proposed every two (2) years.

12. Creating Task Forces or Committees and Appointing Chairpersons

As with standing committees, the Executive Board will consult with the Council in relation to the establishment of task forces and the membership of these task forces (through the Chair).

In addition, the Executive Board recognizes the linguistic diversity of the membership and is responsible in collaboration with the Council for making information accessible to all members through the Information Exchange.

13. Overseeing READ, LEAD and BUILD Projects

These projects and their activities are coordinated through the Vice-Presidents.

Secretariat

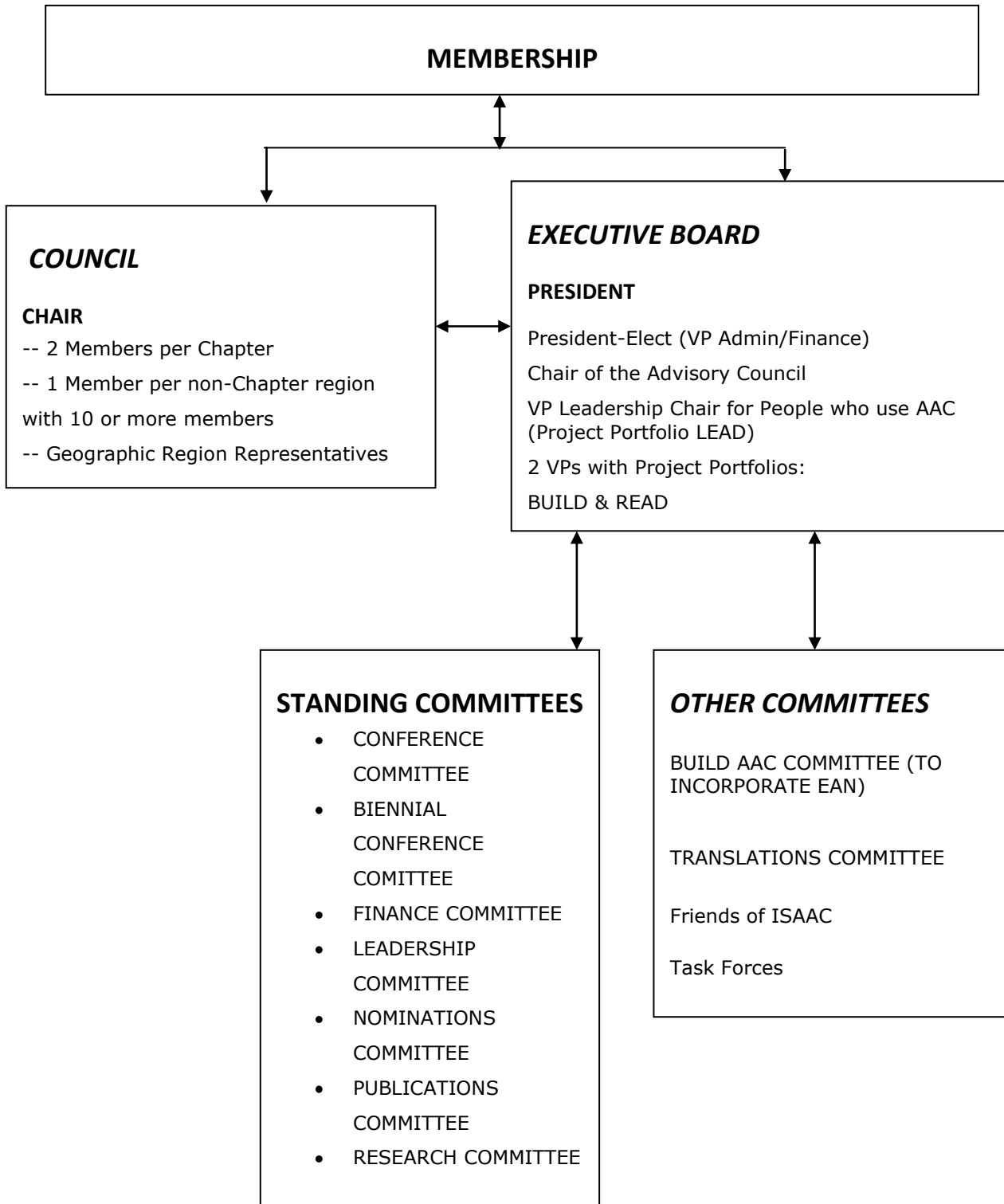
The role of the Secretariat is to support the work of ISAAC. The Secretariat is composed of a range of staffed positions overseen by an Executive Director or Secretariat Manager.

Duties and Responsibilities of the Secretariat

Ongoing responsibilities include:

1. The central role of the Secretariat is to provide high-quality service to ISAAC members worldwide. This includes:
 - Processing memberships, subscriptions and product orders;
 - Acting as the main information and service contact for Chapter and non-Chapter members and the public at large;
 - Administering the Board elections in collaboration with the Chair of the Nominations Committee;
 - Publishing the annual Membership Directory;
 - Selling advertising in the Membership Directory;
 - Developing relationships with companies that eventually become sponsors.
2. Maintaining records of ISAAC activities and policies, coordinated through the Executive Board;
3. Accounting for all funds and transactions as required by the Executive Board and the Council;
4. Developing the budget in collaboration with Finance Committee;
5. Supporting fundraising efforts for ISAAC in collaboration with the Finance Committee;
6. Maintaining the website and Information Exchange in collaboration with the Publications Committee;
7. Conference liaison, developing contracts and promotional material in collaboration with the Conference Committee and Biennial Conference Committee;
8. Promoting and supporting the development of Chapters;
9. Administering the Awards and Scholarships Program, in consultation with the Chair of the Nominations Committee. See Appendix II for details about the awards and scholarships presented by ISAAC.

Organizational Chart



ISAAC will continue to rely on the work of committees, including existing committees (some of which have additional responsibilities) and some proposed new committees. Each standing committee will include representation from an Executive Board member. Each committee will include at least one member from the Council. It is mandatory to have people who rely on AAC on ISAAC committees and desirable to have family members, where required. A *standing committee* is one that is central to the functioning and aims of ISAAC. A *task force* would be engaged to carry out a time-limited activity for a specific purpose.

The following committees are standing committees; see below for terms of reference for each committee:

- Conference**
- Finance Committee**
- Leadership**
- Nominations**
- Publications**
- Research**

In addition, there is one informal committee called **"Friends of ISAAC."**

Several years ago the ISAAC Executive Committee recognized that individuals who had served ISAAC in leadership roles in the past were no longer very active in the organization. ISAAC clearly needed a way to maintain ongoing contact with these members. Therefore, in early 2000, the ISAAC Secretariat helped identify a cadre of past ISAAC leaders and a mechanism by which the ISAAC Executive could tap their experience and wisdom. Many people responded positively. A small group met on August 4, 2000, at the Biennial Conference in Washington, DC. At that meeting the "Friends of ISAAC" was born. Since that time the "Friends" have managed the Biennial Conference Silent Auction and carried out tasks as requested for the ISAAC Executive and Board of Directors.

Standing Committees

Committee	Responsible for:
1. Conference Committee (for planning after the 2008 conference)	<ul style="list-style-type: none"> • Overall management of ISAAC conferences, including developing Requests for Proposals; developing a template for the structure of ISAAC conferences; and overseeing financial matters related to the conference and ancillary events.
2. Finance Committee	<ul style="list-style-type: none"> • Decision making in relation to day-to-day financial management of the organization. • Developing and reviewing budgets. • Financial planning for the organization. • Developing plans and proposals to support the fundraising efforts of the organization, both at local and international levels. • Checking that actual income and expenditures are as budgeted.

3. Leadership Committee for people who use AAC (supports leadership with people using AAC)	<ul style="list-style-type: none"> • Ensuring that the voices of key stakeholders within the organization are represented, supported and developed, e.g., people who use AAC, family and support networks. • Incorporating relevant issues with the UN. • Promoting good practice in communicating with people with complex communication needs.
4. Nominations Committee	<ul style="list-style-type: none"> • Seeking nomination for Executive Board positions and Chair of the Council.
5. Publications Committee	<ul style="list-style-type: none"> • Developing policies and providing advice and input (ideas) to the Executive Board in relation to all publications of ISAAC, including the <i>AAC Journal</i>, conference-related publications, and ISAAC Press. • Coordinating web-based information. • Providing accessible information and close liaison with the Translations Committee.
6. Research Committee	<ul style="list-style-type: none"> • Coordinating the research symposium. • Producing one publication arising from the ISAAC Conference or the symposium. • Providing information relating to the use of terminology and accessibility to print, within the organization and as reflected in the publications of the organization. • Provides advice and support on research in response to requests from the Council and Executive Board.

Other Committees

Committee	Responsible for:
1. EAN - Emerging AAC Nations Committee (incorporated under BUILD AAC Committee)	<ul style="list-style-type: none"> • Maintaining communication between emerging countries through: Promotion of AAC and ISAAC membership in emerging countries; Building and Promoting AAC intervention resources; Supporting regional AAC activities.
2. Translations Committee	<ul style="list-style-type: none"> • Arranging translations of AAC material into four languages in relation to budgeted costs. • Pursuing possible funding sources for additional language translations.



Conference Committee

TERMS OF REFERENCE

MANDATE

The Conference Committee, as a standing committee of ISAAC, is responsible to and reports to the Executive Board. The Committee is responsible for assisting with the organization of the ISAAC Biennial Conferences in accordance with Bylaw

STATUS AND PURPOSE

With the active involvement of the ISAAC Secretariat and the support of the Executive Board, the Conference Committee establishes all necessary procedures to ensure the success of the Biennial Conferences: budget, sites and organization, before, during and after the Conference. The Conference Committee works closely with the Biennial Conference Committee to share knowledge and experience.

COMMITTEE COMPOSITION

(Bylaw) This Committee shall specifically consist of one (1) Vice-President without Portfolio from the Executive Board, one (1) person who uses AAC or a parent/family member, and other appropriate individuals knowledgeable in conference matters: organization, budget, social events, etc. The Executive Director/Secretariat Manager shall sit as an ex-officio member of the Committee. The Committee shall consist of a minimum of three (3) individuals and a maximum of seven (7) individuals. A Committee quorum will consist of a simple majority.

The Chair of the Committee shall be the Vice-President without Portfolio from the Executive Board.

TERMS OF OFFICE

Committee terms of office coincide with the term of the Executive Board. Following the election of a new Board, it is the duty of that new Board to select a Conference Committee.

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all inclusive)

1. Preparing a detailed manual outlining the required steps needed to organize a conference, including templates and documents that need to be produced. The manual will be reviewed and revised after every conference.
2. Requesting submissions four (4) years in advance from cities willing to hold the Biennial Conference.
3. Preparing a short list of not more than three (3) sites according to specific criteria detailed in the manual.
4. The Executive Board will ensure that successful applicants understand that ISAAC Conferences are a platform for sharing international experience and knowledge.
5. The Executive Board will select the site and maintain close collaboration with the Biennial Conference Committee in all preparation matters. The experience of conference organizers from previous years will be sought and put to use by the Biennial Conference Committee.
6. One of the members of the Conference Committee will be selected to mentor the Biennial Conference Committee as required. The selection of the mentor will be carried out according to three criteria: geographical proximity, cultural similarities and conference experience. The host country will be able to select this member of the Conference Committee, who will also have Executive Board approval. The mentor’s expenses will be paid by the local Conference Committee but the money may be loaned by ISAAC Secretariat before the Conference, to be returned at the end of the Conference.
7. The Executive Board will be informed periodically on the progress of preparations.

MEETING REQUIREMENT

The Conference Committee will meet at least four (4) times a year or as designated by the Chair. Within fifteen (15) days following each meeting, the minutes will be forwarded to the Secretariat, which will forward them to the Executive Board for review.

The Chair and/or his designate will bring forward any recommendations for discussion of the Committee’s motions to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Conference Committee and any changes must be submitted for approval to and by the Executive Board.

APPROVED / Revised

.....
Date



Biennial Conference Committee

TERMS OF REFERENCE

MANDATE

The Biennial Conference Committee (BCC), as a Committee of ISAAC, is responsible to and reports to the Executive Board. The Committee is responsible for organizing the Biennial ISAAC Conference in accordance with Bylaw

STATUS AND PURPOSE

With the active involvement of the ISAAC Secretariat, the ISAAC chapter or group of ISAAC members who will constitute the Conference Committee, establish all the necessary procedures to ensure the success of the conference: budget, sites and organization before, during and after the conference. The ISAAC Research Committee will assist as well in every matter concerning the Research Symposium.

COMMITTEE COMPOSITION

This Committee shall specifically consist of one (1) President, one (1) person who uses AAC or a parent/family member, and other appropriate individuals, members or non-members of ISAAC, who are knowledgeable in organizing the conference. A member of ISAAC who has experience in organizing a previous conference (mentor) will be a member of this Committee, assisting the group with the experience gained through organizing a similar event. The costs that this assistance may entail (travelling expenses, etc.) will be included in the Conference budget. The Executive Director/Secretariat Manager shall sit as an ex-officio member of the Committee. The Committee shall consist of a minimum of six (6) individuals and a maximum of fifteen (15) individuals. A Committee quorum will consist of a simple majority.

TERMS OF OFFICE

The President of the Conference Committee will appoint members of the BCC.

BCC terms of office coincide with the term of preparation of the conference, since the country is chosen during the preceding conference.

A member of the Committee may be removed for cause by a vote of the BCC.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

The ISAAC Executive Board will select a city as the site of the Biennial Conference, which is hosted by an ISAAC Chapter or group of members.

The Biennial Conference is an important education, financial and advocacy activity for ISAAC. Toward that end, the Executive Board and the Secretariat are prepared to work with the Conference Committee to achieve a highly successful, international conference on behalf of ISAAC. Please see Appendix for a sample agreement outlining the operational and financial understanding between ISAAC and the Biennial Conference Committee, developed for the 2008 Biennial Conference in Montreal, Canada.

The following operational and financial understanding will be agreed to by ISAAC and the conference chairs for the Biennial Conferences:

1. The Biennial Conference will be held in the city proposed by Chapters interested in holding it and approved by the Executive Board.
2. The President will serve as the primary liaison with ISAAC for the conference. One member of the ISAAC Executive Board will also act as a liaison with the conference co-chairs. The ISAAC Executive Board liaison and Secretariat will work closely with the conference co-chairs.
3. The BCC agrees to target a minimum profit for ISAAC of revisable CDN\$40,000 in their conference budget. The Committee and the ISAAC Executive Board will make a concerted effort to reach that minimum through their collective planning and administration for the conference. Any further profit will be shared equally (50% ISAAC and 50% to support ISAAC local activities).
4. The Research Symposium will be organized by the Research Committee of ISAAC, and integrated into the overall conference planning and promotion.
5. The BCC co-chairs will work with the ISAAC Committee for people who use AAC to develop a specific program for people who use AAC to be held during the pre- and main conference. These activities are to be organized by the host Chapter and are integrated into the overall conference planning and promotion. The BCC may propose an AAC Camp prior to the conference with a separate budget and organizing committee.
6. A conference account will be established by the BCC. All conference revenue will be deposited to this account and used to pay all conference expenses on behalf of ISAAC and local organizers, in accordance with the conference budget approved by the ISAAC Executive Board.
7. If necessary and upon request, and following the approval of the preliminary operational plan and draft budget by the Executive Board, ISAAC will provide CDN \$10,000 to assist in the initial planning stages of the Conference. This is budgeted

as a Conference expense and returned to ISAAC prior to the distribution of the profits.

8. The BCC Co-chairs will submit a series of operational plans to the Executive Committee. A preliminary plan will be provided no later than two years before the celebration of the congress, a detailed operational plan will be available by December of the second previous year; and a final operational plan will be submitted in February of year prior to the conference. Operational plans should include publication schedules, planned Conference activities, committees, a detailed timeline of actions, a detailed budget and registration fees (to be set by December of the previous year to the Conference). Pre-and post-conference activities related to ISAAC, including the pre-conference workshops should be considered in each operational plan. Upon approval by the Executive Board, this operational plan and subsequent updates will become the agreed-upon plan for conference development. The conference co-chairs have the authority to carry out this plan on a day-by-day basis.
9. Operational and financial updates will be submitted to the Executive Board and the President approximately every six (6) months. Committee meeting minutes may serve as operational plan updates.
10. If any major changes in the operational plan are necessary after the initial approval, the Conference Co-Chairs will seek approval from the Executive Board prior to taking any action.
11. The BCC co-chairs will submit to the Executive Board for review and consent prior to signing:
 - any major financial contracts relative to the Conference. This includes contract(s) with a Conference organizer, who may in turn subcontract for hotels, audiovisual equipment, publications and so on.
12. The BCC Co-Chairs will submit to the President for review and consent:
 - publication of official conference materials (e.g., Call for Papers, Preliminary Program, Final Announcement, Registration Packet).
 - finalization of official ISAAC events (e.g., President's Reception, Awards).
13. For people who use AAC, the local committee will endeavour to provide a discounted daily rate for accommodation at hotels.
14. Registration fees will be proposed by the conference co-chairs and approved by the Executive Board. Registration fees will offer reduced rates to ISAAC members of various categories and designated others as agreed by the Executive Board.
 - a) Corporate members of ISAAC will be given 20% reduction in costs for exhibit space and institutional members of ISAAC will be given a 15% reduction in costs for exhibit space, and first choice with regard to exhibit locations.

- b) Complimentary registration to be budgeted for: Executive Board Members, ISAAC Executive Director/Secretariat Manager plus one staff, Editors of the IE and AAC Journal, the *Words+* People Who Use AAC Lecture Award winner, AbleNet Literacy Award winner. Any carer who travels with any of the aforementioned persons (and Possum ISAAC award winner) shall also be given free registration.
 - c) The conference hotel will house a meeting room or suite that can be used for Executive Board and other ad hoc meetings. This room is to be available four (4) days prior to the conference at no charge to ISAAC.
 - d) The main hotel will also supply a meeting room for the Board, provided at no charge to ISAAC, for the day before the conference.
 - e) During the conference, suitable rooms for the Executive Board and other ad hoc meetings will be available at the Conference Centre.
15. A series of publications and/or CD ROMs will be produced by the conference as mutually agreed upon by the Executive Board and co-chairs. The publication schedule will be delineated in the operational plan.
16. The cost of the BCC communication with the Executive Board and the editors during the planning stages of the conference will be part of the conference expenses.
17. The BCC will submit a written report on the conference to the ISAAC Executive within three (3) months of the close of the conference and before November of the previous year to the conference. This should include a complete financial accounting. Profits should be distributed at that time to ISAAC.
18. The ISAAC Secretariat will work with the conference co-chairs in making arrangements for the Executive Board meetings, Board meetings, Membership meeting, Chapter Presidents' meeting, Chapter meetings, Parents/Primary Carers' Forum, Emerging AAC Nations Committee and People Who Use AAC Committee/Forum. Expenses for these activities, other than room rental, if any, will be paid by ISAAC.
19. The BCC is responsible for any financial loss (net loss) incurred by the conference.
20. This agreement can be amended at any time upon mutual agreement of the ISAAC Executive Board and the BCC.

Note: The Conference Committee tasks described above represent a guideline based on experiences shared by other organizing congresses. While earlier conferences have been managed without contracting the services of a professional management company or organizer, it is now expected that all conferences for the Biennial Meetings will be offered with the services of a professional company. The local members or local chapter will in no

way be expected to be the organizer of the Biennial Conference, but may assist as requested.

MEETING REQUIREMENT

The BCC will meet at a minimum of every two (2) months during the year immediately after the previous conference. The next year, meetings will take place every month or at other times as designated by the chair. The BCC will keep minutes of its meetings and recommendations. Within one week following each meeting, the minutes will be forwarded to the Secretariat who will forward them to the Executive Board for review.

The Chair and/or his designate will bring forward any recommendations for discussion of the BCC's motions to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the BCC and any changes must be submitted for approval to and by the Executive Board.

APPROVED / Revised

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Date



Finance Committee

TERMS OF REFERENCE

MANDATE

The Finance Committee, as a standing committee of ISAAC, is responsible to and reports to the Executive Board (Bylaw). The Committee is charged with monitoring the funds of the Society and the Society's financial records. The Committee also monitors the fiscal policies, practices and procedures of the Society in accordance with Bylaw

STATUS AND PURPOSE

(Bylaw) The Finance Committee shall review established biennial budgets and annual operating budgets as required by the Society and, where applicable, from funding sources such as government agencies and departments, Foundations and Corporations and others. It shall at all times be cognizant of the financial status of the Society and recommend action regarding same to the Executive Board, with all action subject to approval of the Executive Board.

The Finance Committee is responsible for overseeing the Society's fundraising and marketing activities and will approve an annual fundraising plan and specific plans and expenditures for fundraising activities as they are scheduled.

COMMITTEE COMPOSITION

(Bylaw) This Committee shall specifically consist of the President, President-Elect, Chair of the Council, a person who uses AAC or one (1) parent/family member, and other appropriate individuals knowledgeable in financial matters. One (1) member of the Committee should be from Canada and be able to advise on legal and financial matters. The Executive Director/Secretariat Manager shall sit as an ex-officio member of the Committee. The Committee shall consist of a minimum of three (3) individuals and a maximum of eight (8) individuals. A Committee quorum will consist of a simple majority. The Chair of the Committee shall be elected by members of the Finance Committee. The chair of the Council will provide an essential link in terms of relaying financial information between the Council members and the Executive Board. At least one (1) member of the Committee will be a paid employee with financial expertise. This appointment will be ongoing.

The External Auditor of the Society shall not be a member of the Committee.

TERMS OF OFFICE

Committee terms of office coincide with the term of the Executive Board. Following the election of a new Board, it is the duty of that new Board to select a Finance Committee.

Members will serve a term of two (2) years and be able to sit for two (2) consecutive terms. After a break of one (1) term, members may be re-elected for a further term.

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

1. Budgets

All Society budgets are the responsibility of and are prepared by the Executive Board and Secretariat. Budgets must be reviewed by the Finance Committee, and the Finance Committee must present their budget recommendations to the Executive Board. Once formulated, the budget is circulated to the Council for comment. Approval of the budget must be within 14 days after it has been circulated to the Council.

Once the budgets have been approved by the Executive Board, no changes may be made except by a resolution of the Executive Board, and on advice of said changes to the ISAAC Council.

The Society will maintain recommendations to the Executive Board a Reserve Balance of no less than \$50,000. Approval by the Executive Board is necessary for any proposed expenditure from said funds from the Reserves.

The Executive Board is responsible for reporting the work of the Financial Committee to the Society members, inclusive of an audited financial statement.

2. Financial Reports

Financial reports must be prepared every quarter for review by the Finance Committee for submission to the Executive Board, to be presented at a regular quarterly Executive Board meeting.

The format and scope of the Financial Reports will be determined by the Finance Committee and the Executive Board. They will include, at a minimum, a Monthly Income, Expenditure and Budget Statement; Balance Sheet; and, where applicable, an Aged Accounts Receivable Report.

3. Purchase Requisitions/Orders

Purchase requisitions or purchase orders must be prepared and approved for all proposed expenditures covering the purchase of goods or services from outside suppliers.

The Executive Director/Secretariat Manager, on advice to the Finance Committee, may authorize PR/PO up to and including expenditures of \$2,000.

The Finance Committee may recommend items over \$2,000 to the Executive Board for approval. Any item that is leased, or rented or purchased on instalment, whose total, if purchased outright, is deemed to entail an expenditure of more than \$2,000, requires a recommendation from the Finance Committee, and authorization and approval by the Executive Board.

4. Submission of Financial and Statistical Reports to Funders

Where required, timely reports for funding and expenditures to funding sources must be prepared in the form and for the period prescribed by the funding source. It is imperative that the completed forms be sent to the funding sources within thirty (30) days of the end of the period covered by the claim.

5. Cheques

Authority to sign cheques can only be given by a Resolution of the Executive Board. Any two of the following must sign cheques:

1. Executive Director/Secretariat Manager
2. President
3. Vice President, Executive Board
4. Local member on Finance Committee
5. Legal Advisor

Whenever the Executive Director/Secretariat Manager does not sign a cheque and both signatures are by other individuals with signing authority, the Executive Board must be advised in writing in advance of the issuance of said cheque.

6. Internal Checks and Controls

The Executive Director/Secretariat Manager is responsible for setting up and maintaining practical checks and controls of all transactions and procedures that affect the finances and/or the books and records of the Society.

The Executive Director/Secretariat Manager must report all pertinent facts of the case(s) to the Finance Committee and the Executive Board.

The Finance Committee will monitor the adequacy and reliability of the system of internal checks and controls. The Finance Committee will perform or arrange to have performed, any tests or check of financial records it may deem advisable.

All manual journal entries must be approved on a quarterly basis by signature (real) and date, of the Executive Director/Secretariat Manager and the Chair of the Finance Committee or, in their absence, by a/designated member(s) of the Finance Committee.

7. Insurance Coverage

It is the responsibility of the Executive Director/Secretariat Manager to ensure that all properties and all aspects of the operations of the Society are adequately covered at all times by the proper amount and form of insurance.

It is the responsibility of the Executive Director/Secretariat Manager to keep the Finance Committee and /or the Executive Board fully and promptly informed of any inadequacies in the Society's insurance coverage.

8. Salary Schedule

The Finance Committee will set line item totals for salaries according to approved annual budgets and submit same to the Executive Board, which will allocate the salary fund to individual staff members.

MEETING REQUIREMENT

The Finance Committee will meet once each quarter or at other times as designated by the Chair. Meetings will be held either face-to-face or electronically. The Committee will keep minutes of its meeting and recommendations. Within one (1) month following each meeting, the minutes will be forwarded to the Executive Board and Council.

The Chair and/or his designate will bring forward any recommendations for discussion of the Committee's motions to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Finance Committee and any changes must be submitted for approval to and by the Executive Board.

APPROVED / Revised

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Date



Leadership Committee for People who use AAC

TERMS OF REFERENCE

MANDATE

The Leadership Committee, as a Standing Committee of ISAAC, is responsible to and reports to the Executive Board (Bylaw). The Committee will provide advice to ISAAC on all issues involving people who use AAC, including appointments to the ISAAC Council and the Executive Board; will provide recommendations regarding funding awards and scholarships that are available to assist people who use AAC to participate in ISAAC Biennial conferences; and will help in finding sponsorship for particular projects that have a person who uses AAC focus, in accordance with Bylaw

STATUS AND PURPOSE

(Bylaw) The Leadership Committee shall foster the participation of augmented communicators, their families and support networks within ISAAC and within broader international settings, and provide leadership for people who use AAC within the ISAAC community.

COMMITTEE COMPOSITION

This Committee shall specifically consist of three (3) to eight (8) individuals, the majority of the membership being people who use AAC, including at a minimum one (1) parent/family member and other appropriate individuals knowledgeable in matters of AAC and leadership. A Committee quorum will consist of a simple majority.

The Chair of the Committee shall be a person who uses AAC from the Executive Board. Members of the Committee will be from four (4) or more countries and/or regions represented in ISAAC.

TERMS OF OFFICE

Members will serve a term of four (4) years, with half of the Committee members ending their term every two (2) years.

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

1. The Committee will assist people who use AAC to develop the skills and take an active role in ISAAC leadership, and the decision-making process.
2. The Committee will raise issues concerning people who use AAC and initiate new ideas and implement actions plans to involve people who use AAC.
3. The Committee will encourage all Chapters to have one (1) person who uses AAC on the Executive Board.
4. The Committee will support people who use AAC and their families/carers to take up leadership roles in the wider community.
5. The Committee will increase the active participation of leadership in ISAAC, in all ISAAC conferences, co-sponsored conferences and meetings.
6. The Committee will review each ISAAC conference to determine how to better manage the next conference, with a particular focus on inclusion and access.
7. The Committee will provide a platform for people who use AAC within ISAAC.
8. The Committee will ensure that interests of people who use AAC within ISAAC are represented.
9. The Committee will administer the Words + ISAAC award, and the POSSUM/ISAAC award with the assistance of the ISAAC Secretariat.
10. The Committee will support and encourage the participation of leadership in AAC research projects.
11. The Committee will develop links with associated people who use AAC organizations worldwide.
12. Committee members will pursue a mentor role to new people who use AAC.
13. The Committee will allocate the Travel Fund sponsorship money for people who use AAC.

MEETING REQUIREMENT

The Committee will meet electronically twice annually and at other times as designated by the committee members. Input will be solicited via mail and email from Committee members who cannot attend or participate in meetings. The Committee will keep minutes of its meeting and recommendations. Within one (1) month following each meeting, the minutes will be forwarded to the Secretariat, which will forward them to the Executive Board for review.

The Chair and/or his/her designate will bring forward any recommendations to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Leadership Committee and any changes must be submitted for approval to and by the Executive Board.

APPROVED / Revised

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Date



Nominations Committee

TERMS OF REFERENCE

MANDATE

The Nominations Committee, as a Standing Committee of ISAAC, is responsible to and reports to the Executive Board, (Bylaw). The Committee is responsible for seeking nominations from the ISAAC membership for the positions of Executive Board officers in accordance with Bylaw

STATUS AND PURPOSE

(Bylaw) With the active involvement of the ISAAC Secretariat, the ISAAC Council establishes a Nominations Committee from its membership, and said Committee oversees the gathering of candidate names and the election of officers of ISAAC for the Executive Board.

COMMITTEE COMPOSITION

(Bylaw) This Committee shall specifically consist of a minimum of three (3) and a maximum of eight (8), including three of the following: Chair of the Council, current President of the Executive Board, Past President, a person who uses AAC or a parent/family member. A Committee quorum will consist of a simple majority.

The Chair of the Committee shall be the Past President.

TERMS OF OFFICE

Committee terms of office coincide with the term of the Executive Board. A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

Nominations procedure for electing the ISAAC Executive Board and Chair of Council:

1. The following positions will be open for nominations:
Chair of the Council; President; President Elect; Vice President; Leadership Chair for People Who Use AAC; two (2) Vice Presidents Without Portfolio.

2. The current President-Elect will become President of ISAAC. If any ISAAC member wishes to contest this, they must put their concerns in writing to the chair of the Nominations Committee at least 200 days prior to the Board meeting.
3. Any member of ISAAC who has been a member of the ISAAC Council, a member of an ISAAC Executive Board, or is recognized as having made an outstanding contribution to AAC, is eligible for nomination to the Executive Board.
4. Council members may nominate any ISAAC member who meets the above criteria for consideration for the Executive Board positions. Each nomination must be accompanied by a signed declaration from the nominee that he/she is willing to stand for election, naming the position. A short biography must also be included.
5. Only one person from any one country will be accepted on the Executive Board, other than for the position of the AAC Leadership Chair.
[bylaws need to be amended to reflect this]
6. Council members can, of course, nominate someone from another country and more than one ISAAC member from any one country can be put forward for any position.
7. The Nominations Committee will establish who on the Executive Board is eligible for re-election and ensure that they are included on the ballot if they are prepared to stand. It is advisable that two (2) members of the Executive Board remain for continuity, but may take other positions.
8. Council members are encouraged to consult with ISAAC members in their country when considering nominees for the Executive Board.
9. The Nominations Committee has responsibility for ensuring that the Executive Board contains an appropriate mix of international representation as stated in the bylaws (e.g., the President and President-Elect cannot reside in the same country).
10. The Nominations Committee may also nominate ISAAC members for positions on the Executive Board.
11. All nominations are to be sent to the Secretariat of ISAAC 120 days prior to the biennial board meeting. The Executive Board will then be informed of the slate for the positions on the Executive Board.
12. Where there is more than one nomination for a position the Council, there will be a vote by email or fax ballot. In the case of a tied vote, the Nominations Committee will have the casting vote and may consult with members of the Board at their discretion.
13. All Board and Advisory members, including any who are also on the Nominations Committee, are entitled to vote.

14. The Executive Director/Secretariat Manager is responsible for organizing the vote and will pass the results to the Chair of the Nominations Committee.
15. The Nominations Committee shall present the final slate (or in the case of more nominees than positions, the elected members to the Council) no less than 45 days before the Board meeting.
16. The Chair of the Nominations Committee will liaise with the Executive Director/Secretariat Manager in administering the Awards and Scholarships Program (see Appendix II for details on the awards and scholarships presented by ISAAC).

MEETING REQUIREMENT

The Nominations Committee will meet electronically as required and as designated by the Chair. The Committee will keep minutes of its meetings and recommendations. Within one (1) month following each meeting, the minutes will be forwarded to the Secretariat.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Nominating Committee and any changes must be submitted for approval to and by the Executive Board.

APPROVED / Revised

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Date



Publications Committee

TERMS OF REFERENCE

MANDATE

The Publications Committee, as a Standing Committee of ISAAC, is responsible to and reports to the Executive Board (Bylaw). The Committee oversees ISAAC Press, which is owned and operated by ISAAC. The Committee oversees and supports the publication of the AAC Journal and provides liaison between the publisher and ISAAC. Its aim is to promote awareness and provide materials and new ideas on possible interesting publications that will benefit ISAAC members and the broader AAC community in accordance with Bylaw

STATUS AND PURPOSE

(Bylaw) The Committee oversees the production and publishing of materials that meet previously unmet needs of the AAC community; looks for new publications of any kind useful for the AAC community; works to increase access to materials by seeking ways to provide translations of ISAAC printed materials; supports existing publications by problem-solving strategies; and works to create a source of revenue for ISAAC to further its mission.

COMMITTEE COMPOSITION

(Bylaw) This Committee shall specifically consist of one (1) Executive Board member as Chair, one (1) person who uses ACC or one (1) parent/family member and other appropriate individuals knowledgeable in printing and publishing matters. The Executive Director/Secretariat Manager shall sit as an ex-officio member of the Committee. The Committee shall consist of a minimum of three (3) individuals and a maximum of eight (8) individuals. A Committee quorum will consist of a simple majority.

The Chair of the Committee shall be an Executive Board member.

TERMS OF OFFICE

Committee terms of office coincide with the term of the Executive Board. Members will serve a term of two (2) years and be able to sit for two (2) consecutive terms. After a break of one (1) term, members may be re elected for a further term.

Following the election of a new Executive Board, it is the duty of that new Board to select a Publications Committee.

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

1. Maintain current ISAAC Press materials and all ISAAC information in a range of formats.
2. Pursue the creation of future materials in a range of formats.
3. Make recommendations about ISAAC Press and pursue resources for funding and translation and participate in the marketing and distribution of ISAAC Press products.
4. Ensure that ISAAC Series publications meet standards appropriate for the group for whom the publications are targeted.
5. Liaise with the Research Committee with respect to accessible information and the use of appropriate terminology by ISAAC and its members.
6. Develop a multi-language information and dissemination system.
7. Encourage and practise the use of plain English in all publications and information targeted to the whole membership.
8. Liaise with the Finance Committee to ensure funding is available for translation from and into multiple languages.
9. Promote the transfer of information from the Executive Board to Council and the membership through the Information Exchange.
10. Promote information distribution on AAC through electronic communications.
11. Encourage Chapters and country groups to share information with the whole membership through the website, conferences and presentations, as well as Chapter and Presidents' meetings.

MEETING REQUIREMENT

The Committee will meet electronically twice annually and at other times as designated by the Committee members. Input will be solicited via mail and email from Committee members who cannot attend or participate in meetings. The Committee will keep minutes of its meetings and recommendations. Within one (1) month following each meeting, the

minutes will be forwarded to the Secretariat, which will forward them to the Executive Board for review.

The Chair and/or his/her designate will bring forward any recommendations for discussion of the Committee's motions to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Publications Committee and any changes must be submitted for comment to the Council and for final approval to and by the Executive Board.

APPROVED / Revised

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Date



Research Committee

TERMS OF REFERENCE

MANDATE

The Research Committee, as a Standing Committee of ISAAC, is responsible to and reports to the Executive Board (Bylaw). The Committee is responsible for the promotion of research and development in all areas of AAC in accordance with Bylaw ??.....

STATUS AND PURPOSE

(Bylaw ...??...) The purpose of the Research Committee is to ensure research into AAC is promoted and results disseminated within the AAC community and beyond. In addition, the Committee members seek opportunities to enhance other ISAAC projects by assisting in developing research design and being alert to funding opportunities and partnerships that have the potential to further the growth of research.

COMMITTEE COMPOSITION

(Bylaw) This Committee shall specifically consist of one member from the Council **one (1) person who uses AAC or one (1) parent/family** member and other appropriate individuals knowledgeable in research matters. The Committee shall consist of a minimum of three (3) individuals and a maximum of seven (7) individuals. A Committee quorum will consist of a simple majority.

The Chair of the Committee shall be an Council member.

TERMS OF OFFICE

Committee terms of office coincide with the term of the Executive Board. Following the election of a new Board, it is the duty of that new Board to select a Research Committee.

Members will serve a term of two (2) years and be able to sit for two (2) consecutive terms. After a break of one (1) term, members may be re elected for a further term

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

1. Provide assistance for the research forums associated with biennial conferences.
2. Publish proceedings of the biennial Research Symposium in a timely fashion.
3. Continue to nurture and support new writers in the field of AAC.
4. Provide opportunities for researchers to interact with the membership via the website.
5. Contribute to the EAN Listserv and ISAAC website as a means of information exchange and research updates or news.
6. Be alert for opportunities to locate resources and funding to support ISAAC's operations and development in liaison with the Finance Committee.

MEETING REQUIREMENT

The Committee will meet electronically twice annually and at other times as designated by the Committee members. Input will be solicited via mail and email from Committee members who cannot attend or participate in meetings. The Committee will keep minutes of its meeting and recommendations. Within one (1) month following each meeting, the minutes will be forwarded to the Secretariat, which will forward them to the Executive Board for review.

The Chair and/or his/her designate will bring forward any recommendations for discussion of the Committee's motions to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Research Committee and any changes must be circulated for comment to the Council and submitted for approval to and by the Executive Board.

APPROVED / Revised

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Date





BUILD AAC Committee (to incorporate EAN Committee)

TERMS OF REFERENCE

MANDATE

The BUILD AAC Committee, as a Committee of ISAAC, and is responsible to and reports through its Chair to the Executive Board. The Committee is charged with supporting the Society's membership where economical limitations restrict and influence the participation of these countries in establishment and development of AAC services.

STATUS AND PURPOSE

The BUILD AAC Committee is responsible for supporting the development of services in emerging AAC countries; for the development of criteria for and distribution of the Committee's budget and ISAAC biennial conference funding for people from emerging AAC countries; for the maintenance of a listserv and distribution of information relating to its discussion topics; for maintaining ISAAC's liaison with relevant partners; for increasing membership in ISAAC via the Society's specific membership offers to emerging AAC countries; and for making recommendations to the Executive Board.

COMMITTEE COMPOSITION

(Bylaw) The BUILD AAC Committee shall be led by the Chair responsible for the BUILD AAC Committee and will include the Chairs of each sub-committee focusing on different aspects of the BUILD AAC mission. In addition, other appropriate individuals knowledgeable in matters pertaining to issues regarding emerging countries can be co-opted onto the Committee. The Committee shall consist of a minimum of three (3) individuals and a maximum of eight (8) individuals. The majority of Committee members will be from emerging AAC nations. At least one (1) Committee member will be a person who uses AAC or a parent/family member.

TERMS OF OFFICE

Members will serve a term of four (4) years, half of the Committee members to end their term every two (2) years.

Following the election of a new Board, it is the duty of that new Board to select the Chairs of the BUILD AAC Committee.

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

1. The BUILD AAC Committee will coordinate and act in an advisory capacity to the Committee as a whole.
2. The BUILD AAC Committee is responsible for reviewing existing Committee activities, strategic planning of the Committee's tasks, management of the Committee budget and for reporting and liaison with the Executive Board. It is also responsible for organizing events specific to the needs of participants from emerging AAC nations and support travel and accommodation for people from emerging countries to attend the ISAAC biennial meetings.
3. Sub-committees and/or Task Forces:
 - Sub-committee and task force Chairs will be set up by the BUILD AAC Committee. Sub-committees will undertake long-term projects within the Committee's business plan and task forces will be established to work on specific short-term projects.
 - Sub-committee and task force Chairs will be appointed by the Chair of the BUILD AAC Committee. They will report directly to the Chair of the BUILD AAC Committee and will communicate with other sub-committee and task force chairs when appropriate.

The following sub-committees and/or task forces function within the overall structure of the BUILD AAC mission:

Promotion of AAC and ISAAC membership in emerging countries

- This sub-committee is responsible for promoting information sharing and networking between members in AAC nations as well as between members and members in developed countries. This sub-committee is responsible for the development of policies and procedures pertaining to the distribution of information about ISAAC to developing countries with the end goal of developing ISAAC interest groups in developing countries.
- The sub-committee will liaise with the Secretariat regarding the Bridge School Award and assist in supporting successful candidates.

Building and Promoting of AAC intervention resources

- This sub-committee reviews and manages the development of appropriate AAC intervention resources for use by ISAAC members.
- This sub-committee solicits and compiles AAC information of interest to people in emerging nations. Articles and intervention materials on AAC from or by ISAAC members involved and/or interested in developing AAC services are posted on the ISAAC website.

Supporting activities in specific geographical areas

- This sub-committee cooperates with the ISAAC Biennial Conference Committee in organizing events specific to the needs of participants from

developing countries and in supporting travel and accommodation arrangements for people from developing countries.

- This sub-committee collects and compiles information about funding resources, academic institutions and agencies that support programs and people to obtain funding and further education.

MEETING REQUIREMENT

The BUILD AAC Committee will meet electronically on an annual basis or at other times as designated by the committee members. Input will be solicited via mail and email from committee members who cannot attend or participate in meetings. The Committee will keep minutes of its meetings and recommendations. Within one (1) month following each meeting, the minutes will be forwarded to the Secretariat, which will forward them to the Executive Board for review.

The Chair and/or his/her designate will bring forward any recommendations for discussion of the Committee's motions to the Executive Board.

TERMS OF REFERENCE REVIEW

These terms of reference are to be reviewed periodically by the Committee and any changes must be submitted for approval to and by the Executive Board.

APPROVED / Revised

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Date



Translations Committee

TERMS OF REFERENCE

MANDATE

The Translations Committee, as a committee of ISAAC, is responsible to and reports to the Executive Board and Publications Committee. The committee oversees and supports the translation of articles and documents into a range of formats. The aim is to promote accessibility into languages other than English. Translations should be in a minimum of four languages (French, German, Italian and Spanish).

STATUS AND PURPOSE

The Committee oversees and supports the translation of articles and documents into languages other than English. Translated materials will be in a range of formats. The aim is to increase access to information for ISAAC members whose first language is not English.

COMMITTEE COMPOSITION

This Committee shall specifically consist of one (1) member from the Council and other appropriate individuals knowledgeable on translation matters, representative of at least four (4) languages. The Committee shall consist of a minimum of three (3) individuals and a maximum of seven (7) individuals. A Committee quorum will consist of a simple majority.

The Chair of the Committee shall be a Member from the Council.

TERMS OF OFFICE

Committee terms of office coincide with the term of the Executive Board. Members will serve a term of two (2) years and be able to sit for two (2) consecutive terms. After a break of one (1) term, members may be re elected for a further term.

A member of the Committee may be removed for cause by a vote of the Executive Board.

SPECIFIC COMMITTEE DUTIES AND FUNCTIONS (the list is not all-inclusive)

1. ISAAC materials are translated as directed by the Executive Board.
2. Pursue possible funding sources for translation into other languages than those stipulated.
3. Follow the accessibility to print and use of appropriate terminology guidelines.
4. Contribute to developing a multi-language information system.
5. Support discussions on terminology issues at forums or meetings for ISAAC committees and task forces.
6. Support the use of plain English in all publications and information targeted to the whole membership.
7. Support the Finance Committee to ensure funding is available for translation from and into multiple languages.
8. Facilitate through translation, when funds or voluntary translators are available, Chapter and non-Chapter information with the whole membership through the website, conferences, presentations and ISAAC meetings.

MEETING REQUIREMENT

The Translations Committee will meet electronically at a minimum twice a year or at other times as designated by the Chair. The Committee will keep minutes of its meetings and recommendations. Within one (1) month following each meeting, the minutes will be forwarded to the Secretariat, which will forward them to the Executive Board for review.

The Chair and/or his/her designate will bring forward any recommendations for discussion of the Committee’s motions to the Executive Board.

TERMS OF REFERENCE

These terms of reference are to be reviewed periodically by the Translations Committee and any changes must be submitted for comment to the Council and for final approval to and by the Executive Board.

APPROVED / Revised

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Date

APPENDIX I – 2008 Biennial Conference Agreement

The following agreement was established for the 2008 Biennial Conference. It should be regarded as a sample and is included for reference purposes only.

AGREEMENT BETWEEN ISAAC AND THE 2008 BIENNIAL CONFERENCE COMMITTEE

The Executive Committee of The International Society for Augmentative and Alternative Communication (ISAAC) has selected Montreal, Canada, as the site of the 2008 Biennial Conference, be hosted by ISAAC Canada. Ann Sutton and Jeff Riley are the Conference Co-Chairs.

The Biennial Conference is an important education, financial and advocacy activity for ISAAC. Toward that end, the Executive Committee (EC) and the Secretariat are prepared to work with the Conference Committee to achieve a highly successful international conference on behalf of ISAAC.

The following operational and financial understanding has been agreed to by ISAAC and the Conference Chairs for the 2008 Biennial Conference:

1. The 2008 Congress will be held at the Palais de congrès, Montreal, Canada, from August 2 to 7, 2008.
2. The Executive Director will serve as the primary liaison with ISAAC for this conference. One member of the ISAAC EC will also act as a liaison with the conference co-chairs. The ISAAC EC liaison and Secretariat will work closely with the conference co-chairs.
3. The Conference Committee agrees to target a minimum profit for ISAAC of \$40,000 (Canadian dollars) in their conference budget. The Committee and the ISAAC EC will make a concerted effort to reach that minimum through their collective planning and administration of the conference. Any further profit will be shared equally (50% ISAAC and 50% to support ISAAC Canada activities).
4. The Research Symposium will be organized by the Research Committee of ISAAC, and integrated into the overall conference planning and promotion.
5. The conference co-chairs will work with the ISAAC Committee for People who use AAC to develop a specific program for people who use AAC, to be held during the Pre- and Main Conference. These activities are to be organized by the host Chapter and are integrated into the overall conference planning and promotion. The Conference Committee may propose an AAC Camp prior to the conference, with a separate budget and organizing committee.
6. A conference account will be established by the Conference Committee. All conference revenue will be deposited to this account and used to pay all

conference expenses on behalf of ISAAC and local organizers, in accordance with the conference budget approved by the ISAAC EC.

7. If necessary and upon request, and following the approval of the preliminary operational plan and draft budget by the Executive Committee, ISAAC will provide CDN\$5,000 to assist in the initial planning stages of the Conference. This is budgeted as a conference expense and returned to ISAAC prior to the distribution of the profits.
8. The conference co-chairs will submit a series of operational plans to the Executive Committee. A preliminary plan will be provided no later than August 2006; a detailed operational plan will be available by December 2006; and a final operational plan will be submitted in February 2007. Operational plans should include: publication schedules, planned conference activities, committees, a detailed timeline of actions, a detailed budget and registration fees (to be set by December 2007). Pre-and post-Conference activities related to ISAAC, including the pre-conference workshops, should be considered in each operational plan. Upon approval by the EC, this operational plan and subsequent updates will become the agreed-upon plan for conference development. The Conference Co-Chairs have the authority to carry out this plan on a day-by-day basis.
9. Operational and financial updates will be submitted to the EC and the Executive Director approximately every six (6) months. Committee meeting minutes may serve as operational plan updates.
10. If any major changes in the operational plan are necessary after the initial approval, the conference co-chairs will seek approval from the EC prior to taking any action.
11. The conference co-chairs will submit to the EC for review and consent prior to signing
 - any major financial contracts relative to the conference. This includes contract(s) with a conference organizer, who may in turn subcontract for hotels, audio-visual equipment, publications and so on.
12. The conference co-chairs will submit to the Executive Director for review and consent
 - the publication of official conference materials (e.g., call for papers, preliminary program, final announcement, registration package).
 - finalization of official ISAAC events (e.g., President's Reception, Awards).
13. For people who use AAC, the local committee will endeavour to provide a discounted daily rate for accommodation at hotels.
14. Registration fees will be proposed by the conference co-chairs and approved by the EC. Registration fees will offer reduced rates to ISAAC members of various categories and designated others as agreed by the EC.

- f) Corporate and institutional members of ISAAC will be given a 20% reduction in costs for exhibit space, and first choice with regard to exhibit locations. Corporate members are usually given 20% and Institutional members are usually given 15%.
 - g) Complimentary registration to be budgeted for: EC Members, ISAAC Executive Director plus one staff member, editors of the IE and AAC Journal, the Words+ People who uses AAC Lecture Award winner, AbleNet Literacy Award winner, and Possum/ISAAC award winners. Any carers who travel with any of the aforementioned persons shall also be given free registration.
 - h) The conference hotel will house a meeting room or suite that can be used for EC and other ad hoc meetings. This room is to be available four (4) days prior to the conference at no charge to ISAAC.
 - i) The main hotel will also have a meeting room for the Board meeting provided at no charge to ISAAC for the day before the conference.
 - j) During the conference, suitable rooms for EC and other ad hoc meetings will be available at the Conference Centre.
15. A series of publications and/or CD ROMs will be produced by the conference as mutually agreed by the EC and Co-Chairs. The publication schedule will be delineated in the operational plan.
16. The cost of the conference co-chairs' communication with the EC, the Executive Director, and the editors during the planning stages of the conference will be part of the conference expenses.
17. The conference co-chairs will submit a written report on the conference to the ISAAC Executive within three (3) months of the close of the conference and before November 15, 2008. This should include a complete financial accounting. Profits should be distributed at that time to ISAAC.
18. The ISAAC Secretariat will work with the conference co-chairs in making arrangements for the EC meetings, Board meetings, Membership meeting, Chapter Presidents' meeting, Chapter meetings, Parents/Primary Carers' Forum, Emerging AAC Nations Committee and People Who Use AAC Committee/Forum. Expenses for these activities other than room rental, if any, will be paid by ISAAC.
19. The ISAAC Secretariat will work with the Committee to ensure that times for presentation of awards are scheduled into the conference.
20. The Conference Committee is responsible for any financial loss (net loss) incurred by the conference.
21. This agreement can be amended at any time upon mutual agreement of the ISAAC EC and the conference co-chairs.

APPENDIX II – ISAAC Awards and Scholarships

The following awards and scholarships are presented by ISAAC at the Biennial Conference:

ISAAC FELLOWSHIP AWARDS

Presented to ISAAC members for outstanding and distinguished achievement in the field of AAC.

ISAAC PRESIDENT’S AWARD

Presented to an ISAAC member for her/his outstanding leadership and commitment to promoting knowledge and the use of AAC worldwide.

ISAAC DISTINGUISHED SERVICE AWARD

Presented to an ISAAC member for her/his outstanding contribution to the field of AAC.

AAC EDITOR’S AWARDS

Presented for the

- Most Significant Research Article
- Most Significant Student Article

The following awards are made available to ISAAC members thanks to our partners:

- AbleNet Inc. (www.ablenetinc.com)
- Blissymbolics Learning Center (www.blissymbolics.org)
- The Bridge School (www.bridgeschool.org)
- Hearing Products International Ltd. (www.hear4you.com)
- Possum Controls Ltd. (<http://www.possum.co.uk>)
- Prentke Romich Company (www.prentrom.com)
- Words+ Inc. (www.words-plus.com)

ABLENET LITERACY / ISAAC AWARD

For professionals who are furthering the field of AAC and literacy by helping people develop the ability to read and write as well as use AAC systems. The recipient receives a monetary award and is a key speaker at the ISAAC Biennial Conference on the topic of AAC and literacy. Travel to the conference is subsidized.

BRIDGE SCHOOL INTERNATIONAL / ISAAC SCHOLARSHIP

Offers an opportunity to learn and teach AAC methods in an educational centre of excellence in the United States. Throughout this one-year 'Teacher in Residence' scholarship, the successful applicant will receive exposure to strategies that will ensure that children with severe speech and physical impairments achieve full participation in their communities through the use of AAC. The successful candidate receives travel and accommodation expenses as well as a salary.

ECHOVOICE / ISAAC AWARD

Recognizes the contribution of frontline workers in the field of augmentative communication and encourages one or more frontline workers to learn more about augmentative communication and to attend ISAAC's Biennial Conference.

POSSUM – ISAAC OPPORTUNITY AWARD

Provides financial assistance in order to enable a person who uses AAC to expand his or her future opportunities. The award provides funding to allow the recipient to achieve a desired goal, whether in education, work or life.

SHIRLEY MCNAUGHTON EXEMPLARY COMMUNICATION AWARD

Presented to an ISAAC member in recognition of her/his sensitive, caring and insightful teaching of persons who use AAC. This award provides an internship opportunity for training in Blissymbolics at the Blissymbolics Learning Centre in Bala, Ontario, Canada.

SHERRI JOHNSON / ISAAC CONFERENCE CONSUMER TRAVEL SCHOLARSHIP

Celebrates the life and dedication of Sherri Johnson, a long-time member of ISAAC, through the presentation of a travel scholarship to enable a person who relies on Augmentative and Alternative Communication to attend the ISAAC Biennial Conference.

WORDS+/ISAAC OUTSTANDING CONSUMER LECTURE AWARD

Every two years the WORDS+/ISAAC Outstanding Consumer Lecture Award is presented to a person who uses AAC. The monetary award included in this recognition helps provide persons who use AAC with a platform to address other users and professionals.