

Community Representative #2: Deaf Community

Purpose and Duties:

The Community Representative will serve as a liaison between the Deaf community and the Board of Directors.

Objective is to improve the interpreting community based on the voices and concerns of the Deaf Community and to improve the relationship between both parties.

Responsibilities:

- Assist in coordinating activities and communications of the organization as liaison to the Deaf Community.
- Serve as resource-person(s) to the membership.
- Perform such tasks and duties as are assigned by the membership and/or the Board of Directors.

Events:

- Community Forums (quarterly)

Special Events:

- Panel
- Think Tank

Community Forums:

- Date selection
- May work in conjunction with Fundraising Chair to select location, if needed
- Consider the following:
- Location (try to be in central locations, e.g. near DCS, Mesa College, etc)
 - Seating
 - Lighting
 - Avoid auditorium type of seating for ease
- Advertise
 - Information in ad should include:
 - Date
 - Location
 - Time
 - Contact information
 - SDCRID's name
 - Work with Public Relations as needed
 - Advertise in InTouch newsletter (POC – Publications)
 - SDCRID Yahoo Group Calendar with reminders set
 - Email sent out via MailChimp (POC – President, Webmaster)
 - DCS Calendar – Fill out online form
 - San Diego Deaf Yahoo Group
 - Face book event (using personal until SDCRID has their own)
 - Add to professional Google calendar
- Supplies
 - Note pad and Pen to record information and discussion if needed
 - Create lead questions if needed
- Procedure during event

- Mingle
- Review topics and select one or more that display as a common theme
- Type of forum will depend on number of participants and pulse of group
- Provide contact information for Community Rep-2
- Post event
 - As appropriate, submit article to InTouch Newsletter
 - Informally check in with attendees for feedback
 - Note any changes for the next event
 - Follow up on any action items