

PCRID Board Positions

2025 PCRID Special Election

[PCRID Bylaws](#)

Positions

President

Bylaws Description

Article VI, Section H1

Term

Terms commence on January 1st of odd numbered years.

Board appointed Interim President on 1/2025.

Upon December election, the President will serve through December, 2026.

Weekly Commitment

Between 10-15 hours per week.

Requirements

Certified Member of RID in good standing.

Certified Member of PCRID in good standing.

Certified member of RID for two years as of election date.

Duties

- Oversee the general business of the organization.
- Adhere to all decisions and policies, oral or written, set forth by the PCRID Board of Directors and PCRID Bylaws.
- Act as Chair for PCRID board meetings and annual meetings and determine dates for monthly PCRID board meetings.
- Actively represent PCRID by attending local functions, such as public forums, Region II meetings, advisor boards, and community events related to the interpreting and Deaf communities.
- Monitor the President's inbox on a daily basis, and respond to all email correspondence in a timely manner.
- Submit annual reports to the Region II Representative and RID as prescribed in the Affiliate Chapter handbook.

- Lead all Board of Directors communication via PCRID email and other platforms for all PCRID related business.
- Update Policies and Procedures Manual (PPM) and SOP for successor.
- Oversee all committees and chairs created by the Board of Directors
- In coordination with the Board of Directors, keep and maintain an updated PCRID website and domain.
- In coordination with the Board of Directors, maintain on-going communication with membership through messaging, promotion, and social media.
- In coordination with the Board of Directors, plan and host professional development opportunities such as workshops for PCRID membership.
- audit.
- In coordination with the Board of Directors, plan at least one annual business meeting and election.
- Work with the PCRID Treasurer to process all income and expenditures through PCRID accounts in a timely manner.
- Oversee the CMP Program and ensure timely submission of PCRID's annual CMP audit.
- Maintain co-signature authority on bank accounts, holding a PCRID credit card and serving as the co-point of contact for the credit card account.

Vice President

Bylaws Description

Article VI, Section H2

Term

Terms commence on January 1st of even numbered years.

Board appointed Interim VP on 1/2025.

Upon December election, the VP will serve through December 2027.

Weekly Commitment

Between 7-10 hours per week.

Requirements

Member of RID in good standing.

Member of PCRID in good standing.

Duties

- Support the President in their duties and perform such duties in the President's absence.
- Adhere to all decisions and policies, oral or written, set forth by the PCRID Board of Directors and PCRID Bylaws.
- Attend all PCRID board meetings and membership meetings as determined by the President.

- Monitor the VP's inbox on a daily basis, and respond to all email correspondence in a timely manner.
- Submit an annual report to the President and present during PCRID's annual business meeting.
- Update Policies and Procedures Manual (PPM) and SOP for successor.
- Perform other duties as determined by the President and the Board of Directors.

Secretary

Bylaws Description

Article VI, Section H3

Term

Terms commence on January 1st of odd numbered years.

Board appointed Interim Secretary on 1/2025.

Upon December election, the Secretary will serve through December 2026.

Weekly Commitment

Between 3-5 hours per week.

Requirements

Member of RID in good standing.

Member of PCRID in good standing.

Duties

- Keep and maintain accurate meeting minutes for all PCRID meetings, distributing them to membership as directed in the Bylaws.
- Act as PCRID's archivist, keeping and maintaining PCRID physical and digital files and archives.
- Adhere to all decisions and policies, oral or written, set forth by the PCRID Board of Directors and PCRID Bylaws.
- Attend all PCRID board meetings and membership meetings as determined by the President.
- Monitor the Secretary's inbox on a daily basis, and respond to all email correspondence in a timely manner.
- Submit an annual report to the President and present during PCRID's annual business meeting.
- Update Policies and Procedures Manual (PPM) and SOP for successor.
- Perform other duties as determined by the President and the Board of Directors.

Treasurer

Bylaws Description

Article VI, Section H4

Term

Terms commence on January 1st of even numbered years.

Board appointed Interim Treasurer on 1/2025.

Upon December election, the Treasurer will serve through December 2027.

Weekly Commitment

Between 3-5 hours per week.

Requirements

Member of RID in good standing.

Member of PCRID in good standing.

Duties

- Manage all of PCRID's financial resources and accounts and maintain proper records.
- Manage all payments for subscriptions, services, and materials secured by PCRID.
- Manage payment of all fees by membership, including but not limited to membership fees and CMP fees through PCRID's website platform.
- Manage PCRID's registered agent account and submit all documentation requested.
- Submit annual state and federal tax returns by deadlines.
- Maintain PCRID's organizational membership and RID-approved CMP sponsor status with RID.
- Maintain PCRID's 501(c)(3) non-profit status with the State of Maryland.
- Adhere to all decisions and policies, oral or written, set forth by the PCRID Board of Directors and PCRID Bylaws.
- Attend all PCRID board meetings and membership meetings as determined by the President.
- Monitor the Treasurer's inbox on a daily basis, and respond to all email correspondence in a timely manner.
- Submit an annual financial report to the President and present during PCRID's annual business meeting.
- Update Policies and Procedures Manual (PPM) and SOP for successor.
- Perform other duties as determined by the President and the Board of Directors.

PCRID Liaison

Bylaws Description

Article VI, Section H5

Term

Terms commence on January 1st of even numbered years.

Board appointed Interim PCRID Liaison on 1/2025.

Upon December election, the PCRID Liaison will serve through December 2027.

Weekly Commitment

Between 5-7 hours hours per week.

Requirements

Member of RID in good standing.

Member of PCRID in good standing.

Duties

- Create and maintain on-going relationships with local Deaf organizations and businesses in PCRID's region.
- Act as a liaison between PCRID and MDAD, as well as the Maryland and DC Offices for the Deaf and Hard-of Hearing.
- Attend all PCRID board meetings and membership meetings as determined by the President.
- Monitor the Liaison's inbox on a daily basis, and respond to all email correspondence in a timely manner.
- Submit an annual report to the President and present during PCRID's annual business meeting.
- Update Policies and Procedures Manual (PPM) and SOP for successor.
- Perform other duties as determined by the President and the Board of Directors.

Other Officers

Bylaws Description

Article VI, Section H5

Term

Serves 2-year term

Weekly Commitment

Between 3-5 hours per week.

Requirements

Member of RID in good standing.

Member of PCRID in good standing.

Duties

- Attend all PCRID board meetings and membership meetings as determined by the President.
- Monitor email inboxes on a daily basis, and respond to all email correspondence in a timely manner.
- Submit an annual report to the President and present during PCRID's annual business meeting.
- Update Policies and Procedures Manual (PPM) and SOP for successor.
- Perform other duties as determined by the President and the Board of Directors.