

Chair of the International PEN Translation and Linguistic Rights Committee

Purpose of the Job:

- 1) To represent the interests of the International PEN's Translation and Linguistic Rights Committee (T&LRC) within International PEN and externally
- 2) To ensure adherence in the work of the T&LRC to PEN's Charter and the aim of the committee to promote translation and to defend and promote linguistic rights of all languages
- 3) To provide strong leadership for the T&LRC

To Whom Accountable: The Board of International PEN and Assembly of Delegates of International PEN.

For Whom Responsible: All paid and voluntary staff of the International PEN T&LRC.

Key Accountabilities:

- To act as the representative of the International PEN Translation & Linguistic Rights Committee within International PEN
- To represent the T&LRC at international, national and other gatherings, as well as government meetings and press briefings, as required, delegating this role to the International Programmes Director or other appropriate officer as necessary
- To ensure that the International PEN T&LRC keeps national T&LRC's abreast on issues related to translation and linguistic rights and fulfils its role as an advisor to PEN Centres
- To work with the International Programmes Director to set campaign and research strategies, taking advice from PEN Centre T&LRCs in liaison with the Board of International PEN
- To report strategic plans, recommendations and activities to the Board of International PEN on a regular basis
- To provide information, advice and expertise on all aspects of T&LRC work to the PEN International Assembly of Delegates, Board and officers as requested;
- To work in liaison with the International PEN Treasurer and Board, to ensure the proper financial management of the T&LRC.

This is a non-Executive voluntary, unpaid post.

Duties:

1. Representative of the International PEN T&LRC Within International PEN

- 1a To work with the Board of International PEN on the setting of strategic plans and goals for the T&LRC in line with organisational objectives.
- 1b To chair the annual Translation and Linguistic Rights Committee sessions at the International PEN Congress, International PEN Translation and Linguistic Rights Committee Conferences and other PEN gatherings to solicit PEN Centre comments and suggestions on the progress of the T&LRC's activities and assisting in the formulation of policy and strategies arising from them.
- 1c To report to the International PEN Board and the Assembly of Delegates on the work of the T&LRC.

- 1d To keep channels of communication open between the T&LRC and PEN Centres throughout the year and between PEN Congresses.
- 1e To encourage PEN Centres world-wide to participate in the Translation & Linguistic Rights Committee to their fullest capacity.
- 1f To seek advice from the appropriate International PEN officers as appropriate to ensure compliance with PEN strategy and the most up to date information.
- 1g To represent the T&LRC on the Board of International PEN and liaise between Board and T&LRC staff and members. .
- 1f To issue the call for a General Meeting (GM) which shall be convened at least once a year, together with a proposed Agenda for that meeting, which shall reach the Members at least two months in advance.

2. Representative of the International PEN Translation and Linguistic Rights Committee Outside International PEN

- 2a To ensure good relations between the T&LRC and the relevant international, regional and inter-governmental and non-governmental organisations, including attendance at relevant meetings to represent and promote the concerns of International PEN relating to translation and linguistic rights, or delegating this role to the International Programmes Director or other officer, as appropriate;
- 2b To seek advice on specific issues from the relevant PEN Centre and/or PEN officer as appropriate to ensure full compliance with International PEN strategy and to have the most up to date information on the issues in question.

3. Responsibility for the Work of staff or volunteers of the Translation and Linguistic Rights Committee

- 3a. To guarantee the maintenance of high quality research, campaign material and publications issued by the T&LRC.
- 3b To ensure that the T&LRC staff and volunteers comply with the policy and strategy set out by the T&LRC membership and follow the values as represented by the International PEN Charter;

4. Financial Stability and Fundraising

- 4a To oversee the development of realistic budgets, and to ensure that these are adhered to with the hosting Centre, the International PEN Treasurer, International Programmes Director and relevant International PEN officers
- 4b To assist in formulation of a fundraising strategy and programme to enable the continuance of the T&LRC and to expand its activities as required;
- 4c To promote the T&LRC at meetings with funders and possible funders, in person or in writing, as required;
- 4d To support the exploration of all avenues of possible funding;
- 4e To ensure that there is full co-operation and good communications between International PEN and its member Centres as relevant on funding approaches so as to avoid any clashes of interest.

5. Abidance by the PEN Charter and Other Commitments

- 5a The Chair of the Translation and Linguistic Rights Committee should at all times abide by the International PEN Charter's stipulations, specifically article 3 that calls on all members to work towards an end to all race, class and national hatreds, in his or her work for the T&LRC be it in the strategy taken towards specific cases raised in the course of PEN activities, or in his or her relations with PEN membership, its officers and workers, members of the public or other organisations with whom the organisation has contact. In addition, the Chair must promote with dedication the values of the PEN Charter and the

aim of the T&LRC to promote translation and to defend and promote linguistic rights of all languages.

- 5b The Chair of the T&LRC should be knowledgeable and keep abreast of global events to enable the most effective input into the work of the T&LRC.

6. Term of Post and Elections

- 6a The post is a voluntary position and carries no remuneration. Costs incurred by the Chair, including travel and communications will be covered by the T&LRC providing that it falls within the budget set. Travel, accommodation and registration fees for PEN Congresses are covered by the Congress's host Centre.
- 6b The term of office is three years, renewable once, subject to election.
- 6c PEN Centres that have Translation and Linguistic Rights Committees may nominate a PEN member for chair for the election held either at the International PEN Congress or International T&LRC Conference as appropriate. The PEN Assembly of Delegates must approve the assignment of a new Chair of the T&LRC before the position is taken up