

BILINGUALISM TEAM OVERVIEW

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OVERVIEW

The Bilingualism Committee is responsible for three specific initiatives, as outlined below:

1. **Website Translation:**
 - a. Translate all active information pages on OMSA's new website to French;
 - b. Translate important supporting documents such as OMSA's Constitution;
 - c. Work alongside OMSA's communication team and website editors to have the translations implemented on the website;
2. **Social Media:**
 - a. Translate all social media posts on Twitter, Facebook and Instagram, as sent by the Director of Communications;
3. **Branding:**
 - a. Work alongside the rest of OMSA Council and the Communications team to have the bilingual OMSA name implemented into the logo.

TEAM

- **Bilingualism Officer 2018/2019:** 1 position available, to be selected
- **Team Lead 2018/2019:** 2 positions available, to be selected
- **Team Members:** 6 positions available, to be selected

ROLES AND RESPONSIBILITIES

All Roles

- Translation of all documents and resources that are forwarded to the Bilingualism Committee by the OMSA Director of Communications.
- Promotion of bilingualism in medicine whenever possible at the discretion of the OMSA Chair, Co-Chair or Director of Communications.
- Complete knowledge of expectations for translations as outlined in the OMSA Translation Guide which is provided to the selected team.

Bilingualism Officer

- Works alongside the Director of Communications, as the committee Co-Chair.
- Requires strong organization skills and attention to details.
- Responsible for the selection of Bilingualism Committee members for the following year. This will allow for continuity of the Committee should the Director of Communications be non-French-speaking.
- Responsible for overseeing the editing and publication of the Wellness Blog.
- Assignment of committee members (Team Lead and Team Member) to specific initiatives.
- Creation of translation team schedule and ensuring adherence.
- Quality control and editing services for all Team Leads.
- Providing guidance and support for Team Leads and Team Members.

Team Lead

- Assignment of items to be translated to Team Members.
- Quality control and editing services for all assigned Team Members.
- Providing guidance and support for assigned Team Members.

Team Member

- Timely and accurate translation of all assigned items as determined by Team Lead.

APPLICATION QUESTIONS

All positions are to be filled during the Fall Call for Committee Applications held typically in September. All candidates will be required to submit answers to the questions below, as described in the Terms of Reference.

- Explain, in French, why you are interested in participating and your level of comfort in both French and English (100-150 words). Merci!
- What type of publication(s) are you willing to translate (select all that apply)?
- Are you willing to be contacted for an interview in French, if needed?

Additionally, the Team Lead and Bilingualism Officer positions will have to answer the following:

- What past leadership experiences do you feel will make you a strong candidate for this position?
- An anonymized CV will also be required.