

INTERPRETER'S NETWORK: Community Forum Creation/ Management Documentation



Introduction

The Interpreter's Network is a platform provided by the National Association for Interpretation (NAI) for its members to engage in discussions, share knowledge, and foster a sense of community. This document outlines the guidelines and procedures for creating and managing community forums within the Interpreter's Network.

Forum Creation

Success Plan

To create a forum within the Interpreter's Network, the director of the NAI community must submit a success plan or plan of action to the NAI Digital Networking Manager. The success plan should include the following:

- 1. At least 10 pieces of seed content:** The seed content should be sourced from the community membership, ensuring diverse perspectives and engagement. Each piece of seed content should consist of a subject line and a discussion thread with engaging content or questions and the name of the individual who has submitted it.
- 2. Schedule for the first week:** The success plan should include a schedule for posting the seed content during the first week of the forum's launch.
- 3. Long-term plan:** A successful forum is a forum with consistent engagement. How consistent do you envision content from your community being (weekly/monthly)? What do you see happening if you go a week or two with no posts (what is your plan to foster engagement)? Who are you putting in charge of tracking/helping with this (who are your content creators/conversation starters)?

Seed Content

Seed content plays a crucial role in initiating discussions and attracting participation. It is important to ensure that seed content is thought-provoking, relevant, and encourages members to contribute to the forum. The involvement of the community membership in providing seed content fosters a sense of ownership and inclusivity.

Examples:

- A welcome from your leadership team
- A get-to-know-you post
- An explanation of the benefits your community provides and how to participate
- A state coordinator talking about something they are working on or a trend they are seeing in their state
- Is there a hot topic in your community, whether local or subject matter

Forum Guidelines

Forums within the Interpreter's Network must adhere to the following guidelines:

Activity Requirements

To maintain an active and engaged community, forums that remain inactive for 90 consecutive days will be closed. The closure of a forum requires a resubmission of a success plan, including new seed content, to restart the forum.

Membership Eligibility

The Interpreter's Network is available to all current NAI members in good standing. NAI members will automatically be added to forums for NAI Communities that they belong to. Members must be in compliance with the NAI's membership policies and requirements to access and participate in the forum.

Forum Leadership

Announcements

Elected leaders will have the privilege to post announcements within the community forum. Announcements should contain important updates or news relevant to the NAI community as a whole.

Blogs

Blogging is available and can be assigned to anyone in your community. This is something that you can add to your forum at any time.

NAI Staff Support

Training Support

The NAI Digital Networking Manager will assist in the training of elected leaders before their community forum goes live. This training will ensure leaders are equipped with the necessary knowledge and skills to effectively manage their respective forums.

Moderation Support

The NAI Digital Networking Manager & NAI Executive Director will provide moderation support for the community forum. The Digital Networking Manager will also address any technical issues related to the forum's functionality and ensure its smooth operation.

Conclusion

The Interpreter's Network provides a valuable space for NAI members to connect, share insights, and strengthen their professional community. By adhering to the guidelines outlined in this documentation, community leaders can create and manage forums that foster engagement, inclusivity, and the exchange of knowledge among interpreters within the NAI.