

Policy: TRANSLATION and BILINGUALISM

Purpose:

This policy is designed to inform NBHPCA/ASPNB members and affiliates on how the NBHPCA/ASPNB ensures translation of written material.

Policy:

1. Commitment to Bilingualism: As the province of New Brunswick is the only officially bilingual province within Canada and NBHPCA/ASPNB is a provincial association committed to bilingualism, NBHPCA/ASPNB is constantly striving to maximize the number and amount of communications, programs and services available to its membership in both official languages.
2. Budgetary Constraints: While every effort will be made to continue to expand the type and volume of material available in both official languages, budgetary considerations currently prevent NBHPCA/ASPNB from providing all communications, programs and/or services in both official languages.
3. The following will be made available by NBHPCA/ASPNB in both official languages:
 - a) Membership application and/or renewal forms
 - b) NBHPCA/ASPNB By-laws
 - c) Materials pertaining to the education sessions
 - d) Materials pertaining to elections
 - e) Materials pertaining to participation in the Annual General Meeting
 - f) Simultaneous interpretation will be provided at the Annual Conference and Annual General Meeting
 - g) Competitions for grants and awards
4. Electronic Communications: To ensure that electronic communications continue to be a timely, responsive and cost-efficient method of communicating with NBHPCA/ASPNB members and that essential communications are available in both official languages, the following guidelines are provided to determine which communications will be translated:
 - a) Committees: the NBHPCA/ASPNB Board will encourage all committees to submit any communications for web publication in both official languages to the Chair of the NBHPCA/ASPNB Communications Committee.

The Chair of the NBHPCA/ASPNB Communications Committee is responsible for ensuring submissions are provided to the Webmaster in both official languages.

The Chair of every Committee is responsible for providing translated material when available.
 - b) Messages from External Partners: NBHPCA/ASPNB will encourage all external partners to provide communications in both official languages but will not incur costs to translate on behalf of our partners
 - c) External Groups such as Endorsements, Sponsors, Advertisers and Partner Associations: NBHPCA/ASPNB will encourage all to provide information in both official languages
5. Website: Information on the NBHPCA/ASPNB website will be published in both official languages.

Developed By: NBHPCA/ASPNB
Approved By: NBHPCA/ASPNB Board of Directors
Reviewed By: NBHPCA Board of Directors

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