**Translation Management Committee (TMC)**

**Goals and Objectives for 2021**

Disclaimer: TMC recognizes the urgency of all these goals. We also recognize that, with the current workload, they may not all be completed within the next year.  We have attempted to show them in general priority order.

 Monthly meeting to:

* Continue to respond to requests to translate and/or publish CoDA materials worldwide
* Ensure that all Agreements are renewed as required
* Use developed processes to respond to all requests
* Continue to attract and train new committee members through regular initiatives with International CoDA Fellowship:  including but not limited to soliciting at CSC and Announcements
* Continue implementation of both Translation and Publication & Distribution procedures as determined by the CoDA Board and TMC.
* Work with the International CoDA Community  to develop processes to address any new needs that are identified.

2x2 with the CoDA Board as needed to

* Continue to collaborate with the CoDA Board to facilitate communication, identify needs  and develop procedures necessary to perform TMC tasks.

Monthly Workgroup to:

* Continue updating and adding to the TMC section of the CoDA.org website.
* Create a handbook for the International CoDA Community clarifying and suggesting processes for Translation and Publication and Distribution.