



## Translation Policy

### Purpose and Scope of Policy

The Translation Policy defines the policies, fundamental principles, basic guidelines and procedures for *translation*<sup>1</sup> services at MAAC.

### Principles

1. MAAC is a bilingual organization. As such, its working languages are English and French.
2. Communications with members and stakeholders should, whenever appropriate, be available to them in the MAAC working language of their choice.
3. It is essential that terms and/or concepts keep the same meaning in both languages.
4. All translations and the way they are presented must be of a quality that satisfies its members, as they are a visible expression of MAAC's reputation and brand, and commitment to providing excellent service to its members and stakeholders.

### Definitions

*Translation* is best seen as a communication process allowing the transfer or the transposition of a message/written content from a source language into a target language. It is a complex process involving, in addition to the information transfer from language to another, ensuring a semantic equivalency (consistency of words and their meaning). The translation process also includes a revision process, which must be factored in as part of the planning and estimation of translation times.

*Targeted Audience* refers to groups of members with a specific interest. A target group may or may not use both languages.

### Policy

1. The requirement to translate documents will be based on two main factors: the target audience and the nature of the content.
  - 1.1 Access:
    - a. Official documents and other materials, hard copy and electronic, issued by MAAC to be broadly disseminated and accessible by members, stakeholders and the public will be translated prior to dissemination.
    - b. Documents and other materials, hard copy and electronic, that are created for a targeted audience (refer to 1.2 c below) but will be accessible to all members will not require translation in their entirety unless the targeted audience uses both languages. However, an executive summary/abstract will be required in both official languages prior to dissemination.

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<sup>1</sup> The term "translation" is defined in the Definitions Section

- c. On a case by case basis, and in exceptional circumstances, documents and other materials, hard copy and electronic, submitted in only one language will be considered for dissemination or web- posting, when best efforts have been made to have the translated version available within ten business days. Such cases are to be approved by the President or his/her designate.
- d. MAAC communications between office staff and members making simple enquiries may use Google translate or a similar digital translation tool. Should the nature of the enquiry become more complex and the digital translating tool not adequate to provide reasonable exchange of information, the option to use a translator is available.

## 1.2 Content:

- a. All formal regulatory documents (i.e. Constitution, By-laws, policies/guidelines, Minutes of Annual General Meeting, Board of Directors and Executive Committee) will be translated.
- b. Minutes of Annual Zone meetings and zone communications may be published in the language(s) of the zone.
- c. Annual Zone Meeting minutes taken in French will be translated to English to ensure awards, committee appointments and resolutions and recommendations are properly managed.
- d. Originating communications from MAAC in social media must be translated. Any resulting replies, comments and postings will generally remain in the source language as received. On a case by case basis, discussed in advance with the President, an executive summary of comments may be provided in both languages to facilitate open, ongoing discussion that is fundamental to the success of social media efforts.

## Guidelines

Translation is not a simple word for word transposition. Since translation is an interpretive process that is sensitive to the nature of the document (e.g., a technical as compared to a promotional document), every reasonable effort will be made by the translators to ensure that the meaning or concepts are relayed using a vocabulary and grammatical rules appropriate to the nature of the document, target language and readers. In addition, editorial judgment will be required by the translator to account for limitation of space, readability and source language in formatting/layout and placement of translated texts.

MAAC will endeavour to use translators that have a working understanding of the associations business and the hobby.

MAAC will endeavour to use translators that demonstrate the ability to transfer style, tone, technical and cultural elements from English to French or visa versa.

MAAC may use volunteer or paid translations services. When it employs paid translators, the rate is twenty cents per word up to one thousand words and twenty dollars per hour beyond that.

MAAC recognizes the challenges faced with translation of legacy documents and will make best efforts to complete translation in a timely manner.