

## Client Case Study for Institute of Translation & Interpreting (ITI)

Paul Wilson/ Chief Executive of ITI / 2013

### Company Profile

- ITI is the only independent professional association of practicing translators and interpreters in the UK
- Established in 1986 it is now a focal point for all those who understand the importance of translation and interpreting to the economy and community
- The ITI is a primary source of information on these services to government, industry, media and general public
- ITI is a member of FIT (International Federation of Translators and Interpreters)
- ITI is a membership body, with a small paid staff, an elected governing body (the Board) and broad range of volunteers working in committees, working parties, networks and regional groups
- ITI is a company by limited by guarantee – members of the institute act as guarantors

### Business Situation

ITI were looking for professional support to review their existing governance framework and ensure the structure and processes in place was robust and effective to ensure delivery of its vision to 'Promote the highest standards in the profession to a global community with integrity and professionalism'. By demonstrating the Bridgehouse Gapp wheel this helped the Board to identify areas that required additional support and guidance.

### Solution

ITI appointed Bridgehouse Company Secretaries in 20XX to help them create a water tight and highly effective governance framework that would be both sustainable and successful for future years. Working alongside Council members, Chair and Chief Executive, Bridgehouse has reviewed memorandum, articles of association and the institutes' bylaws documentation was successfully updated to take account of modern governance best practice and compliances with the 2006 Companies Act. Bridgehouse has delivered first class support in creation of reports to Council which include approval of suggested changes, member concerns and issues with regards to proposed changes, draft and final documentation for submission at General meeting for approval by members. Typical changes made by Bridgehouse were removal of contradictory clauses and onerous provisions, creation of clearer and more user friendly documentation.

Bridgehouse continues to provide valuable on-going support to the ITI on its governance issues and advises on data protection within the institute and the updating of its policies. Bridgehouse also provides response to the Information Commissioner's Office and to the Council on duties of Board members. The function of the Board is crucial to the success of ITI and Bridgehouse supports this function by creating highly effective role profiles and competencies, producing board member handbooks and providing assistance with election of members to the Board in preparation in terms of the paperwork and overseeing this process.

By working in partnership Bridgehouse has created quality revised procedures for the Professional Conduct Committee and Code of Conduct for its members. Bridgehouse is able to utilise the institute lawyers to create such documents and ensure these are as effective as possible.

### **Benefits**

ITI is able to access high calibre resource at a fraction of the cost, when compared to employment of a full time Company Secretary. Bridgehouse provide flexibility - professional support and advice at a time, cost and frequency that suits the needs of the ITI. The guidance Bridgehouse provides is invaluable and ensures complete success in creating a strong and robust governance framework that ensures the ITI delivers what it is designed to do. The ITI has complete trust and peace of mind that they are dealing with professionals who they can rely on to safeguard their reputation with members and who assist in making the role of the Board as effective as possible.

### **Products and Services Used**

- [Governance Framework](#) (GAPP Wheel)
- [Supporting Board meetings](#)
- [Drafting resolutions](#)