



CALL FOR TRUSTEES AND VOLUNTEERS

Dear Members

A number of volunteer positions in IATEFL are now due for election; please see details below. New posts will run from the Annual General Meeting to be held at our Annual Conference in Brighton 2011. We have vacancies for both Trustee and general committee member positions. Nominations for Trustees should be made using the form below. Anyone wishing to volunteer as a general committee member should send their name and membership number, indicating which committee you wish to join, together with a CV and a brief summary of previous relevant experience to:

Glenda Smart, Executive Officer, IATEFL
Darwin College, University of Kent
Canterbury, Kent, CT2 7NY, UK

Or by email to glenda@iatefl.org - Deadline for applications is 15th February 2011

CALL FOR NOMINATIONS

for the posts of: IATEFL Treasurer; IATEFL Secretary; Chair of Membership Committee

Nominations are required for the above three posts, Directors/Trustees on IATEFL's Coordinating Committee. IATEFL is a registered charity, and the elected officers become a Trustee and Director of the charity and the new Trading Company. The trustees have joint responsibility, including financial responsibility, for the charity's sound running according to its aims and statutes. All trustees must

- Assume legal responsibility for bank accounts, the lease of the Association's premises and any other such matters with regard to ownership or hiring of property or facilities;
- Assume responsibility as an employer of the salaried staff of the Association, and of being concerned with their conditions of service (including pay) and the recruitment of new staff;
- Play a full part in the Coordinating Committee's decisions.

Expenses involved in attending Committee meetings and the Annual Conference are re-imbursed, as is the cost of telephone calls and stationery. At the same time, the officers of the Association are expected to travel by the most economical possible means. The Association does all in its power to keep the demands on its officers' time as limited as possible through the support of an excellent staff of full-time professionals. Our experience is that many institutions regard having an officer of the Association in their employ a source of considerable pride.

Proposers, Seconders and Nominees **must be fully paid-up individual members** of IATEFL.

ABOUT THE TRUSTEE ROLES

IATEFL TREASURER - A THREE YEAR TERM

The Treasurer is Chair of the Finance Committee. He/she has overall responsibility for the financial wellbeing of the Association and is a member of the Coordinating Committee, at which he/she advises on the Association's finances. However, this does not mean that he/she is responsible for the day-to-day running of the Association's finances, which is in the hands of the Executive Officer along with the Finance Officer, a full-time professional bookkeeper based in the IATEFL office. The specific duties include:

* monitoring, together with the Executive Officer, the financial performance of IATEFL through monthly income and expenditure accounts, and reporting these to the Coordinating Committee

- * reporting and presenting audited accounts to the membership at the AGM and in the Association's newsletter, *IATEFL Voices*
- * preparing the annual budget and annual conference budget, in consultation with the Executive Officer
- * discussing investment, taxation and other matters with the Association's Financial Advisor or Auditors as required
- * signing cheques as required
- * attending three Coordinating Committee meetings a year, where he/she is expected to play a full part in the thinking and decision-making process on issues affecting the Association
- * convening and chairing three Finance Committee meetings a year. These may be face-to-face (in which case they will usually be scheduled immediately before or after a Coordinating Committee meeting) or conducted by telephone or e-mail
- * attending the International Annual Conference and helping in its smooth running
- * representing IATEFL at public events, meetings or conferences from time to time and as appropriate.

The post of Treasurer is active, exciting and full of possibilities as the finances of the Association are currently in good shape. As a senior officer of IATEFL, the Treasurer has an opportunity to make a significant difference to the professional lives of colleagues all over the world.

IATEFL SECRETARY – A THREE YEAR TERM

The Secretary occupies a key link between the permanent Secretariat based in Canterbury, the Coordinating Committee and the membership. The job covers the following:

- Preparing agendas for Coordinating Committee meetings in consultation with the Committee and the Executive Officer;
- Taking and distributing minutes of Coordinating Committee meetings in association with the Executive Officer;
- Being available for consultation by any members at any time on matters requiring policy advice or suggestions for action;
- Being available for consultation by the Executive Officer on any matters of policy that require a decision;
- Attending on average four (February, Conference, June and October) Coordinating Committee meetings a year;
- Meeting, conference call or email contact from time to time with other officers (President, Vice President, Treasurer) to discuss matters which require action and which cannot be deferred to the next committee meeting;
- Answering inquiries of a professional nature, which cannot be dealt with in the office;
- Encouraging and monitoring the growth of membership by contacting individuals and organisations (such as local associations);
- Visiting such groups to encourage affiliation;
- Preparing an annual report to be presented at the AGM;
- Writing regular reports on Committee meetings and the AGM for publication in the newsletter;
- Taking the opportunity to promote the Association by participating in conferences, meeting visitors, maintaining correspondence with existing and potential members and representing the Association when called upon to do so.

CHAIR OF MEMBERSHIP COMMITTEE – A THREE YEAR TERM

As a Trustee, the Chair of Membership Committee (MemCom) has joint responsibility, together with the other Trustees, to ensure the charity's sound running according to its aims and statutes. As one of the elected officers of the Association, along with the President, Vice-President, Secretary, Associates Coordinator, SIG Representative and Treasurer the Chair of MemCom plays a full part in the Coordinating Committee's decisions.

The Chair of MemCom has responsibility for the coordination of IATEFL's strategic planning for membership, retention and recruitment, benefits, and development.

IATEFL is a registered charity, and these three roles, like the other elected officers, become a Trustee of the charity. The trustees have joint responsibility, including financial responsibility, for the charity's sound running according to its aims and statutes.

NOMINATION FORM FOR IATEFLTRUSTEES

PART A

We wish to propose for the position of IATEFL Treasurer /Secretary/Chair of MemCom
(please choose one)

Proposed by: (name) (signed) (Mem no.....)

Seconded by: (name) (signed) (Mem No.....)

PART B

I agree to be nominated for the position of:

..... (signed) (dated) (Mem No)

Checklist:

- The person nominated should attach a 250 word statement about themselves and the contribution they would hope to make to the Association if elected to the post they are being nominated for, plus supply a passport-sized photograph of themselves. In the event of an election this information and picture will be sent to all IATEFL members on the election forms.
 - Nominations that are incomplete or inaccurate will not be considered. Please check membership status with the IATEFL Office if necessary.
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Procedure

- 1) Proposer and Secunder should complete Part A and send this form to their Nominee.
- 2) The Nominee should complete Part B and return the completed form, together with a photo and statement to the IATEFL Office at the address below by no later than **15th February 2011**.
- 3) In the event of there being more than one candidate voting forms will be sent to all IATEFL members during February/March 2011.
- 4) Voting takes place before Conference with newly elected post-holders being advised and then announced at Conference in April 2011.

COMMITTEE MEMBER VACANCIES (non-Trustee roles) – TWO YEARS

PUBLICATIONS COMMITTEE – One committee member required from April 2011

The Publications Committee supervises the editing, production and the financial management of all IATEFL publications. Its principal responsibility is to ensure that IATEFL's members receive their copy of Voices every two months, Conference Selections once a year, the SIG newsletters and the monthly e-bulletin sent to all members, as well as keep the website updated and relevant. The Committee consists of the Vice President as chair, as well as one or two other members. They meet face to face twice a year, and exchange emails on a regular and frequent basis between meetings.

CONFERENCE COMMITTEE - One Committee member required from April 2011

The Conference Committee works with the Conference Organiser, Marketing Officer and Executive Officer at Head Office to ensure that our annual conference and exhibition are a professional and financial success. All aspects of conference, including choosing a venue, gaining feedback from delegates and exhibitors, setting up an interesting programme with the Conference Programmer and involving a local committee are discussed and decided at face to face meetings two or three times a year and via email, paper and phone. The Committee is chaired by the President and there are two other members.

CONFERENCE PROPOSALS COMMITTEE – One Committee member required from April 2011

We are seeking a new member of the Conference Proposals Committee to join a team of three committee members. The post holder is required to read about 25-33% of proposals for the annual conference and comment on each of them in brief. This requires time investment of around 10-15 hours in October (2011) and working to a tight deadline.

The post holder will need

- A good understanding of the IATEFL conference and of the types of presentations held there
- A good knowledge of current trends in EFL and Applied Linguistics
- Ability to work to deadlines
- Ability to work in a team
- Good access to the internet (proposals are sent electronically)

MEMBERSHIP COMMITTEE – One committee member required from April 2011

The Membership Committee is responsible for looking after current members and increasing membership. Our mission is to make the benefits of IATEFL membership better known, especially to teachers who are not members so that they may feel encouraged to join. Most of our work is done by email. We communicate regularly to share ideas, or discuss some issue related to membership.

FINANCE COMMITTEE – One committee member required from April 2011

The Finance Committee advises the Coordinating Committee on IATEFL's finances. The links between finance and all elements of IATEFL's work also means that the Finance Committee's role is far from purely financial. We may comment on, for example, annual priorities and overall strategy, all of which informs IATEFL's budgeting and planning.

EICom – Two committee members required from April 2011

EICom (Electronic Committee) is a newly-formed committee concentrating on electronic benefits to members, the main IATEFL website, electronic support for SIGs and the community side of the organisation. Interested volunteers should have proven experience in one or more of the following areas:

- use of social networking tools (Twitter, Facebook...) ideally for community networking
- website design and management
- multimedia / audiovisual production

Other desirable skills include database design and management, electronic publishing, desktop publishing and design.

Frequently asked questions about joining an IATEFL committee

What committees are there?

The Executive Committees are: Finance, Conference, Electronic, Publications and Membership. They consist usually of a chairperson and two other members.

Why are the Committees important?

If IATEFL is to continue to grow, it must be responsive to the changing needs of our profession. This means that the Committees must be constantly alert to new developments and needs. The Association, the Co-ordinating Committee and the Executive Committees need active Committee members who will contribute a little of their experience, time and energy not only to Committee meetings but to working for IATEFL between these meetings. There is a lot of satisfaction to be gained from such work. The questions which follow should help you to see how you can help and if you would like to join a Committee:

Can I offer what is needed?

- 1) Would I like to spend time attending 2-3 face to face or conference call meetings per year?
- 2) Do I have reliable, easy access to email and have good phone and post links?

- 3) Can I take responsibility to work between meetings contacting others both within and outside the association or preparing practical suggestions for discussion?
- 4) Can I actively contribute to work in which the formulation of policy and the carrying out of tasks may be required?
- 5) Can I look for opportunities to promote IATEFL in my normal working life, and to recruit IATEFL members? This may take the form of visiting institutions or people.
- 6) Can I make positive, creative suggestions for the continuing development of IATEFL?
- 7) Can I take on specific jobs for such events as conferences and symposiums?
- 8) Do I have contacts, either on a local or regional basis, which can be brought into the IATEFL network?
- 9) Do I have any special skills, which would be of value, e.g, experience in publishing, running conferences, fund-raising, organising local groups, etc?
- 10) Would it give me satisfaction to participate in the development of IATEFL and through it to contribute to the ELT profession?

Between the regular twice or thrice yearly meetings there is communication between Committee members to exchange information and develop new practical ideas relating to the development of the benefits of IATEFL membership, and to helping members to take advantage of their membership. This is exciting and creative work, mostly on projects of a few months' duration, with communication by e-mail.

Here are a few practical details:

1. General members of the Committees serve for two years after election. They are eligible for re-appointment after that, for up to a maximum of six years' continuous service. A member may subsequently apply for selection after a gap of two years.
2. The Association will reimburse Committee members for actual expenditure for the meetings per year as follows:
 - a) In the U.K. – second class rail fare or cheaper alternative
 - b) From abroad: Apex airfare/train fare to a maximum of £300 to the nearest airport/train station PLUS U.K. travel
 - c) One night's accommodation for each of the meetings
 - d) Registration for the annual conference if attending a meeting there
 - e) A meal allowance at the current rate for each of the meetings

ALL APPLICATIONS FOR THE ABOVE COMMITTEE (NON-TRUSTEE) ROLES WILL BE CONSIDERED BY THE RELEVANT COMMITTEES FOR THEIR SUITABILITY FOR THE SKILLS & EXPERIENCE REQUIRED. Chairs of each committee will (in consultation with current committee members where appropriate) have final decision on appointments to their respective committees.