

Call for nominations for two positions on the IATEFL YLTSIG Committee.

Nominations are invited for the following positions on IATEFL YLTSIG's Committee.

- Web & Design Coordinator
- Online Events Coordinator

Please note the following requirements for both posts

- Anyone who wishes to stand must be nominated (proposed and seconded) by two members of the SIG. The proposing, seconding and eventual submission of the nomination form can be done electronically.
- The nominee must have been a member of IATEFL YLTSIG for a minimum of six months.
- Proposers, Seconders and Nominees must be fully paid-up individual members of IATEFL.
- The person nominated should attach a 150-word statement about themselves and the contribution they would hope to make to IATEFL YLTSIG if elected to the post, and supply a passport-sized photograph of themselves. This information and picture will be sent electronically to all IATEFL YLTSIG members.
- Nominations that are incomplete or inaccurate will not be considered. Please check membership status with the IATEFL Office if necessary.
- **The closing date for receipt of nominations by email, fax or post is 6 March 2013.**
- In the event of there being more than one candidate for a position, an election will be held electronically from 11 - 22 March 2013.

Web & design Coordinator

General purpose

- Ensure that the YLTSIG website site is designed, produced, hosted, and maintained in form and content, navigation and listing in search engines
- Design YLT publications (print and online)

Achieve this through:

Web

- Manage design and building of additional components and features to the YLTSIG website to specs the committee have agreed on
- Assist committee members where necessary to put content online and monitor design and look of new contributions
- Liaise with the website host to maintain the present site or develop new components
- Write a written report / update for each newsletter.
- Assist in moderating new web initiatives operating through the website
- Editing web resources pages

Design

- Develop and improve the design of our print and online publications, e.g. C&TS, programmes, flyers etc.
- Liaise with the Editor to ensure that content for design is delivered in the correct format
- Design and deliver to Head Office the C&TS newsletter (and any other work to be distributed or printed), conforming with YLTSIG and IATEFL specifications and agreed conventions for.

Requirements

- Computer, Basic database knowledge, Knowledge of web environment and web development, Knowledge and skill in Design software, Email (preferably checked daily)

Online events coordinator

General purpose:

- Organise and maintain the social media platforms YLTSIG works with (Facebook, Ning, discussion list, etc.)
- Identify new media which can benefit the work YLTSIG does
- Stimulate Network coordinators, other committee members and YLTSIG members to participate in activities and events through social media

Achieve this by the following:

Plan

- Develop annual social media plan with actions and dates linked to actions, have the plan approved by the YLTSIG committee, and put the plan into practice.

Social media platforms

- Maintain and develop the current social media platforms the SIG is using for the benefit of communication with members and non-members
- Propose, develop and maintain new social media tools
- Receive and respond to applications for membership of social media and encourage non-sig members to join the sig.

Discussions

- Organise and promote fielded discussion via the YLT yahoo discussion list.
- Organise impromptu discussions when the discussion group has a 'quiet' spot
- Identify and contact discussion fielders of interest in the YLT field, agree on dates for discussions, get agreement to write a discussion summary for publication at the end of the discussion (set a submission date), get pre-discussion reading material from discussion fielder and distribute it to list members ahead of the discussion
- Assist the YLTSIG Network Coordinators in setting up online activities.

Requirements

- Affinity with EFL and YL, computer, email, and experience of moderating discussion groups an advantage, as well as knowledge of leading experts in the field of YL ELT.