



International Association of Teachers of English as a Foreign Language

Linking, developing and supporting English Language Teaching Professionals world-wide

IATEFL Associates' Handbook

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Contents

1	Introduction to the Associates	p. 3
2	The Aims of the Associate Scheme	p. 4
3	Conditions and Procedures to Become an Associate of IATEFL	p. 4-5
4	Areas of Co-operation The Wider Membership Scheme (WMS)	p. 6
5	IATEFL Special Interest Groups	p. 7
6	Associates' Day at IATEFL Annual Conference Conference Exchange	p. 8-9
7	Frequently Asked Questions	p. 9
8	Subscriptions and Fees	p. 10
9	Categories of Membership	p. 10-11
10	Sample IATEFL Membership Application Form	p. 11-14
11	IATEFL Associate Agreement	p. 15-16
12	Associates' Questionnaire	p. 17
13	Basic Membership Form	p. 18-19
14	Checklist of Responsibilities for Associates	p. 20

Aim

The aim of this handbook is to explain the IATEFL Associate Scheme clearly and usefully. The IATEFL office welcomes suggestions for improvement of or addition to its content. Last updated September 2009.

For further information or suggestions for additional information, please contact Les Kirkham at leskirkham@gmail.com or PO Box 17258, Al Ain, United Arab Emirates

Introduction to the Associates – Les Kirkham, Associates Representative

If you are reading this handbook, the chances are that you are either thinking of becoming an IATEFL Associate, have recently completed the procedure and are newly associated or are just dipping into the content to find out about a procedural matter. On all counts I would like to extend a warm welcome to your Teachers' Association (TA) and to outline the principle ways in which I feel you might benefit through the relationship with IATEFL. Please do feel you can approach me at anytime with questions and suggestions.

Being an IATEFL Associate helps TAs to link up with many other similar organizations operating in different areas of the world. I am proud to say that IATEFL's Associate network covers a diverse range of countries and regions, and is constantly expanding and evolving. Although we are all working in different settings, there are also many similarities in the kinds of problems we face – it is such a great help having the opportunity to discuss important issues relating to the daily running of a TA with like-minded colleagues.

My role is to make sure that all TAs are able to utilise their Associate status with IATEFL and to liaise with each other on issues of joint interest. The primary way in which we communicate with each other is through the IATEFL-PAL (Partners and Associates' electronic list) and at the Associates' Day at the IATEFL annual conference each year. You can find more information on both later in this handbook. Additionally, we are constantly developing information and services that we hope will help TAs in very practical ways. We are always on the lookout for new suggestions though, so please do let us know if you have a particular need in your TA.

It is IATEFL's priority to widen membership as much as possible globally and to see as many TAs in different countries represented among the voices of our Associates. For that reason, this handbook provides guidelines on how IATEFL and local TAs might collaborate. However, it should be noted that these are guidelines only and each individual TA can always contact me to negotiate their individual status, particularly in the case of new or fledgling TAs who are in the process of setting up.

Once you have read the handbook, if you are interested in becoming an associate of IATEFL, you simply need to complete the relevant paperwork and send it back to the Head Office in Canterbury, UK.

I look forward to welcoming you on board!

Les Kirkham leskirkham@gmail.com

2. Aims of the Associate scheme

2.1 On behalf of IATEFL

IATEFL's mission is *linking, developing and supporting English Language Teaching professionals worldwide.*

To achieve this, it is committed to:

linking ELT professionals

developing an international community of professional interests

supporting ELT activities at a regional, national and international level

widening access to IATEFL's network and resources to colleagues in countries all

around the globe, with particular emphasis on those facing financial hardship

In order to realise its mission, it is in the interest of IATEFL to create and maintain contacts with language teaching associations around the world and to co-operate with them as IATEFL Associates, within the limits of the resources available to IATEFL.

2.2 On behalf of the Associate organisation

The Associate organisation believes that, in the interest of fulfilling its own mission, it should be an Associate of IATEFL in order to benefit from, and contribute towards, IATEFL's international community of professional contacts, and so develop and maintain contact with like-minded teachers' associations around the world.

3. Conditions and procedures to become an Associate of IATEFL

3.1 The definition of an Associate of IATEFL

An Associate of IATEFL is a professional organization association of teachers of English which has signed an Associate agreement with IATEFL.

An Associate is a professional organisation or association of teachers, not an individual person.

3.2 Criteria for becoming an IATEFL Associate

There are some minimum criteria:

The aims and ethos of the association wishing to become an Associate should where possible be in keeping with those of IATEFL, as expressed in the IATEFL mission in para 2.1 and 2.2. It is hoped that all IATEFL Associates operate in a democratic way and have a rotational Executive Board and regular meetings where members are able to express their opinions on the running of the organization. It is also hoped that policies and procedures be available to those members for comment.

IATEFL does not direct potential Associates to ensure a minimum number of members. However, it does advise that the number of members enables the potential Associate to function effectively and to have an open and transparent election with a rotational board as stated above. In the case of fledgling organizations, it is recognised that this may take slightly longer to achieve.

3.3 Use of the IATEFL name and logo by the Associates

Any Associate can use the words NAME OF ASSOCIATION followed by Associate of IATEFL + logo (e.g. HUPE Associate of IATEFL + logo).

3.4 Procedure for becoming an Associate of IATEFL

Initially, IATEFL and the potential Associate will need to exchange information and discuss the appropriateness and practicality of co-operating with each other.

IATEFL will ask the potential Associate to fill out a simple questionnaire which will contain basic information about that Association, its members and practices. IATEFL also strongly encourages the potential Associate to carefully consider the mission and vision of IATEFL to ensure that fundamental values and approaches are shared.

If it is considered appropriate and practical by both parties, an Associate agreement will be signed.

The Associate Agreement will be renewable every three years by the respective associations in accordance with the criteria of the scheme.

4. Areas of co-operation

4.1 Associate agreement: areas of co-operation

IATEFL	The Associate
1. Newsletter exchange	
Sends the Associate one copy of each issue of its newsletter, IATEFL VOICES	Sends IATEFL one copy of each issue of its newsletter
2. Events and publicity	
Sends the Associate the listing of its events for inclusion in the Associate's newsletter.	Sends IATEFL listings of its events for inclusion in the IATEFL newsletter, <i>IATEFL VOICES</i>
Publicises the Associate's events in its newsletter, <i>IATEFL VOICES</i> and provides space for the Associate's news in the Associate's Pages of the IATEFL newsletter.	Publicises IATEFL events in its newsletter
3. Information Exchange	
Publicises the Associate's membership and events at IATEFL events, with printed information available at the Associates' stand where possible, and at Associates' Day at each annual conference.	Publicises IATEFL membership and events at its own events, with printed information about IATEFL available at the registration desk or another stand and, where possible to make a short announcement using the IATEFL Powerpoint presentation if wished.
Provides an annual financial statement, names and contact details of current committee members, and number of members.	Provides names and contact details of current committee members, and number of members.
Allows the Associate access to IATEFL's closed e-grouping of IATEFL Associates - PAL	

4.2 Recruitment of Full, Institutional and Basic Members

Many people around the world want to be a member of IATEFL, but would prefer to join through their local association. An Associate of IATEFL can collect the Full, Institutional or Basic member's subscription and forward it to IATEFL Head Office.

There are five categories of membership of IATEFL

Full:	For individuals who wish to receive all the benefits of IATEFL membership. (See page 10-11 for a description). The membership fees are different.
Individual, Student, Retired	
Institutional	For institutions, who nominate four members of their institution to receive all the benefits of a Full member of IATEFL. (See page 10-11 for a description)
Basic	Basic Membership consists of reduced benefits at a reduced subscription. It is only available to individuals who are members of an IATEFL Associate. (See page 10-11 for a description)

In order to cover any currency transfer or administration costs, the Associate can make a surcharge to the member of up to a maximum of 30% of the IATEFL subscription fee.

The procedure for collecting memberships on behalf of IATEFL is as follows:

- Step 1 Collect membership form and fee for all categories of membership.
- Step 2 Send or fax the membership forms to IATEFL Head Office.
- Step 3 When you get the invoice twice yearly (in February and October), please send money by credit card (this method is the easiest for you and us, and minimises bank charges).

There is a model Membership form on pages 11-12. If you wish to follow this format, a disk is available on request from IATEFL Head Office. If you wish to use this to create your own form, please do so, but consult with the IATEFL office and submit a draft before publishing.

For details of current subscription rates, see page 10-11. For details of the difference between Full/Institutional Membership and Basic Membership, also see page 10-11.

Please note that a member of an Associate organisation can join IATEFL direct as a full or institutional member by completing a standard IATEFL membership form and corresponding directly with the IATEFL Head Office.

4.3 Wider Membership Scheme (WMS)

Most of our members will know about our Wider Membership Scheme (WMS), which provides affordable membership of IATEFL for members of IATEFL Associates. Through this scheme we are able to offer basic memberships (normally £19) at a subsidised rate matched to the local cost of living. The WMS fund was set up with IATEFL's own money in 2000 and has in the past received generous support from the Hornby Educational Trust. WMS now supports over one in ten of IATEFL's members.

Of course the amount we can allocate is limited due to fund restrictions so Associates are asked to make bids for support based on the economic circumstances of teachers in their country. Each year an independent Advisory Committee considers these bids and recommends how the available funds should be used.

One of the features of the scheme is that it is open to IATEFL Associates to contribute to the scheme, if they can afford to, rather than seek its support. All donations are used to swell the fund and make membership of IATEFL accessible to more teachers. If you are interested in making a bid for this fund, please contact IATEFL Head Office for the relevant application form.

5. IATEFL Special Interest Groups (SIGs)

IATEFL's Special Interest Groups (SIGs) play a major role in the associations' activities; organizing events around the world as well as producing newsletters with "cutting edge" articles in their various specialist fields and maintaining some lively and informative discussion lists. They are a must for any teacher who wishes to keep up to date with the latest developments and new ideas.

There are currently 14 IATEFL SIGs as follows:

- Business English
- Leadership & Management
- ESOL

- English for Specific Purposes
- Global Issues
- Learner Autonomy
- Literature, Media and Cultural Studies
- Learning Technologies
- Pronunciation
- Research
- Teacher Development
- Teacher Training & Education
- Testing, Evaluation and Assessment
- Young Learners & Teenagers

For more information on how Associates and IATEFL SIGs have worked together in the past, check the Associates' website at <http://www.iatefl.org/associates/>

6. Associates' Day at IATEFL Annual Conference

At the IATEFL Annual Conference, a special day is set aside for the Associates. Associates' Day provides a chance for as many TA Representatives as possible to meet and discuss important issue of interest, and to share experiences as well as good practice about how to overcome the many everyday problems faced by TAs in their localities.

Each year, the Associates' Coordinator asks the TAs for suggestions of what to include on the agenda and arranges a number of sessions on areas of interest. Other key members of IATEFL are invited to facilitate these sessions to ensure the widest range of perspectives.

The Associates' Day also provides a chance for networking among the TAs themselves. Each Associate is allowed to send one delegate to Associates' Day – this person is able to attend the whole conference free of charge. Please do the Associates' Coordinator if you have any particular ideas regarding the content of any future Associate Days.

The Agenda for the 2008 Associates' Day was as follows:

9.00-9.30 Arrival and Registration

9.30-10.00 Introductions & Outline of the Day - Marion Williams, Sara Hannam

10.00-10.30 Coordinator's Report and Update - Sara Hannam

10.30-11.15 – Les Kirkham, TESOL ARABIA – “Evaluating Success in your TA: The Case of Rapid Expansion”

11.15 - 11.45 – coffee break Ask questions on the Wider Membership Scheme and hand in your bid forms - Glenda Smart.

Chat to Alison Schwetlick – Voices Editor

11.45-12.45 – TA Finances – A workshop – Sara Hannam & Silvija Andernovics

12.45-1.30 – Syana Harizanova & Ellie Boyadzhieva, BETA Bulgaria “TAs going Public”

1.30-2.30 Lunch break Chat to Gavin Dudeney Associates' Website Coordinator – Networking Time

2.30-3.30 Working Regionally – George Pickering & Sara Hannam

3.30-3.45 – Sharing and Distributing TA Newsletters – Sara Hannam

3.45-4.00 – Coffee Break

4.00-4.30 – TAs and IATEFL SIGS – Sandie Mourao

4.30-5.00 Review of the Day - Action Plan for 2008-9 - Sara Hannam & Silvija Andernovics

5.00 Closing Raffle

5.15 – Networking – meet the SIGs

A chance for TA Representatives to meet IATEFL SIG Representatives over a local delicacy – the Devon Cream Tea!

6.1 Conference Exchange

IATEFL provides free registration every year at the International IATEFL Annual Conference for one representative of the Associate who will attend the Associates' Day and related meetings.

A Representative of IATEFL (not necessarily a speaker) should attend an Associate's Conference at least once every three years or however often is possible.

The Associate offers free registration at the Associate's conference for an IATEFL Representative every year.

A Representative of the Associate (not necessarily a speaker) should attend the International IATEFL Conference at least once every three years.

7. Frequently asked questions

7.1 Q Is an Associate organisation obliged to recruit IATEFL members?

A No, it isn't. This is optional. IATEFL recognises that Associates must also invest time in recruiting their own members at a local level. It is hoped that each organization can assist the other in expanding our respective membership bases.

7.2 Q Can anyone buy a Special Interest Group (SIG) Newsletter?

A No, SIG Newsletters are not for sale to the general public, and are only available to members of the SIG. Only individuals who are Full or Basic Members of IATEFL, or institutions who are Institutional Members of IATEFL can become members of SIGs at an additional cost.

7.3 Q Can an Associate get copies of Special Interest Group Newsletters?

A Yes, if it subscribes to a SIG. For example, it can buy a subscription to a single SIG at a special rate. The Associate will receive one copy of each issue of that SIG's Newsletter for its library, with the understanding that the Associate does not have the right to reproduce articles from the SIG Newsletter without written permission from the Executive Officer of IATEFL.

7.4 Q Is the Associate Agreement negotiable?

A Yes, to a certain extent. An Associate can negotiate additional benefits with IATEFL. If an Associate has other benefits to offer to IATEFL, it can negotiate for an exchange of benefits beyond the ones set out in this document. For example if the Associate has substantial publications of its own, IATEFL may want to negotiate an exchange of publications. Any extra provisions such as this must be included in the Associate agreement signed by IATEFL and the Associate every three years.

7.5 Q Is the IATEFL representative at an Associate's conference obliged to give a presentation?

A No, the IATEFL representative is only expected to visit the Associate's conference to maintain links, and to discuss IATEFL matters. It may be that this person is able to give a presentation as well, but this is not part of the Associate agreement. A meeting between the IATEFL representative and the Associate committee should, if possible, be arranged during the representative's visit.

7.6 Q Can IATEFL help an Associate find speakers for its conference?

- A Yes, within the limits of IATEFL's resources. An Associate may find it useful to have access to IATEFL's network of professional contacts in its search for suitable speakers at its conferences. However, IATEFL is unable to provide funding for such speakers, or to organise funding from other sources. Associates can also have access to the Regional Speakers' List – this is a new initiative launched by Deputy Associates' Coordinator, Silvija Andernovics, which gives details of recommended speakers in TA localities around the world who would be available to speak at conferences and events. This list can be found on the Associates' Page of the IATEFL Website

7.7 Q What is the relation between the Associate Agreement and the Wider Membership Scheme?

- A Only Associates of IATEFL are eligible to benefit from the Wider Membership Scheme (WMS). Apart from that there is no other link. The IATEFL Associate Agreement needs to be completed whether or not the Associate becomes involved with WMS.

7.8 Q What other benefits does an Associate get?

- A Associates can also have access to the Articles' Bank which contains a series of articles from TAs which are available for reprinting in local newsletter. There are also numerous articles from IATEFL "Voices" which can be used for the same purpose. All TAs are expected to contribute to this resource.

8. IATEFL Subscriptions and fees 2008/9

Full Individual Members	£46+ £7.50*
Full Individual: Student or Retired	£29.50 + £5.00
SIG Subscriptions for additional SIGs for Individual Members (first SIG is free)	£14.50
Institutional Members	£145 + £22.00*
SIG Subscriptions for Institutional Members	£28
Basic Members	£19+ £3.00*
SIG Subscriptions for Basic Members	£14.50

* The figures in italics are intended to exemplify a surcharge of 20% to cover currency transfer and administration costs. As stated in 4.2 above the actual surcharge can be anything up to a maximum of 30%. Note that a surcharge only applies to the membership fee, and not to any other fees (e.g., SIG fees).

9. Categories of IATEFL MEMBERSHIP

An Association can offer five categories of membership of IATEFL as part of its own membership package:

- Four full membership categories: Individual, Institutional, Student and Retired
- Basic membership

Full and Basic Membership of IATEFL - what's the difference?

Full Membership	Basic Membership
Available to any individual	Available only to individual teachers who are members of a teachers' association that is currently an Associate of IATEFL
The Newsletter <i>IATEFL Issues</i> 6 times a year	The Newsletter <i>IATEFL Issues</i> 6 times a year
<i>Conference Selections</i> (no charge)	Reduced rate for <i>Conference Selections</i>
Membership of one SIG	
Opportunity to subscribe to additional SIGs	Opportunity to subscribe to SIGs
Reduced rate at IATEFL events	Reduced rate at IATEFL events
Reduced subscriptions to some ELT publications and reduced prices for some ELT-related goods and services that may be available from time to time to IATEFL	

members as special offers	
Voting rights in IATEFL elections	Voting rights in IATEFL elections
Can stand for office in IATEFL	Can stand for office in IATEFL
Can enter for IATEFL scholarships	Can enter for IATEFL scholarships
Further occasional benefits	

10. Sample IATEFL membership application form (see overleaf)

This form is available to Associates who wish to offer their members the opportunity to join IATEFL, either as a separate form or incorporated into their own membership forms. When drafting a membership form, the Associate must check all prices with the IATEFL office.

SAMPLE IATEFL MEMBERSHIP APPLICATION FORM

New Application () Renewal () Membership Number □□□□

MEMBERSHIP INFORMATION

The IATEFL membership year is for a period of one year from receipt of subscription.

Full and Basic Membership of IATEFL - What's the difference?

Full Membership	Basic Membership
IATEFL Voices 6 times per year	IATEFL Voices 6 times per year
<i>Conference Selections</i> (no charge)	Reduced rate for <i>Conference Selections</i>
Membership of one SIG (no charge)	-
Opportunity to subscribe to additional SIGs	Opportunity to subscribe to SIGs
Reduced rate at IATEFL events	Reduced rate at IATEFL events
Reduced subscriptions to some ELT publications and reduced prices for some ELT-related goods and services that may be available from time to time to IATEFL members as special offers	
Voting rights in IATEFL	Voting rights in IATEFL
Can stand for office in IATEFL	-
Further occasional benefits e.g., prize draws	-

Full Membership or Basic Membership	
Family Name Mr/Mrs/Ms/Prof/Dr	
Forenames	
Address	
Tel	
Work Affiliation	
Address	
Tel	

Institutional Membership	
Name of Institution	
Name of Contact	
Address	
Telephone/Fax	
Email	

FEES (valid until Aug 2004)

Full Individual Membership	Student/Retired Membership	Full Institutional Membership
£46.00	£29.50	£145.00

Sub total 1 _____

OPTIONS (Special Interest Groups & Periodicals)

SPECIAL INTEREST GROUPS (SIGS):

The choice of one Special Interest Group is included in the full individual membership. Subscriptions to SIGs are available to all members:

PLEASE TICK RELEVANT BOX(ES) TO INDICATE YOUR CHOSEN SIG(S)

- | | | |
|--|--|---|
| <input type="checkbox"/> Business English | <input type="checkbox"/> Global Issues | <input type="checkbox"/> Research |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Learner Independence | <input type="checkbox"/> Teacher Development |
| <input type="checkbox"/> Leadership & Management | <input type="checkbox"/> Literature & Cultural Studies | <input type="checkbox"/> Teacher Trainers & Educators |
| <input type="checkbox"/> ES(O)L | <input type="checkbox"/> Media | <input type="checkbox"/> Testing, Evaluation & Assessment |
| <input type="checkbox"/> ESP | <input type="checkbox"/> Pronunciation | <input type="checkbox"/> Young Learners & Teenagers |

FEES PER SIG

Full Individual/ Student/Retired/Basic Membership
£14.50

Full Institutional Membership
£28.00

PAYMENTS

Sub Total 1:	£
Sub Total 2:	£
GRAND TOTAL:	£

PAYMENT DETAILS

Send this completed form with a cheque payable to:
_____ (name of Associate organisation) **or**

VISA card number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Exp date □□ / □□

Associate address and contact details

Signed: _____ Date: _____

11. IATEFL Associate Agreement

Name of Association [referred to as “The Associate” below]:	
Number of members:	
Year Association was established:	
Name of contact person and position in Association – please state when term of service will end:	
Postal address for all correspondence: Website:	
Telephone:	
Fax:	
E-Mail:	
<p>1. Newsletters</p> <p>IATEFL will send the Associate a copy of each issue of the newsletter Voices which appears six times a year</p> <p>Details of the Associate’s events should be sent to the editor of IATEFL Voices via IATEFL-PAL when requested following which they will appear in Voices.</p> <p>The Associate will send IATEFL [C/O The Executive Officer, Head Office] a copy of each issue of its newsletter, either electronically or as a hard copy, whenever it is published.</p> <p>2. Information Exchange</p> <p>IATEFL will publicise the Associate’s membership and events at its Annual Conference.</p> <p>The Associate will supply brochures and membership forms which should be either sent to the IATEFL Head Office to arrive at least two weeks before the Conference or provided by the representative at Associates’ Day. Information will be available at the Associates’ stand if space at the conference venue allows, and at Associates’ Day.</p> <p>The Associate will publicise IATEFL membership and IATEFL events at its own events. Brochures and membership forms will be brought by an IATEFL representative or sent by IATEFL to the address above to arrive at least two weeks before the event – it is the Associates responsibility to request this information in good time. The Associate will make a</p>	

short announcement about IATEFL and the availability of membership information at a plenary session, or use the IATEFL Powerpoint presentation to introduce IATEFL to the conference participants. Information will be available at the conference registration desk/at another stand

3. Conference Exchange

IATEFL will offer free registration at the International IATEFL Annual Conference to one Associate representative (not necessarily a speaker) every year.

A representative of IATEFL (not necessarily a speaker) should attend an Associate's conference at least once every three years.

A representative of the Associate (not necessarily a speaker) should if possible attend the International IATEFL annual conference at least once every three years. This representative must be available to attend the Associates' Day which takes place the day before the main conference begins, and other related meetings.

The Associate will offer free registration at its conference for an IATEFL representative (not necessarily a speaker) every year.

4. IATEFL Membership/Use of the IATEFL Name

The Associate agrees to actively promote IATEFL membership alongside promoting membership of its own Teachers' Association and undertakes to act in accordance with the aims and principles of IATEFL at all times.

The Associate may use the words NAME OF ASSOCIATION followed by Associate of IATEFL plus the IATEFL logo under the Associate's name (e.g. HUPE An Associate of IATEFL + logo) as follows (please complete if the Association wishes to utilise this offer):

.....
All other uses of the IATEFL logo must be approved by the IATEFL Head Office

5. Recruitment of Full, Institutional and Basic Members

The Associate will recruit IATEFL members at the current rate. All monies collected via the Associate should be sent to IATEFL by the Associate.

The Associate may make IATEFL membership a condition of membership of its own association – in this case, the Associate can offer IATEFL membership at a special discounted rate. Contact the IATEFL Head Office for more details.

6. Other Responsibilities

Both IATEFL and the Associate will comply with the guidelines listed in the document "Checklist of Responsibilities for IATEFL Associates" which outlines how the reciprocal relationship works on a day to day basis.

Both parties signing below agree to abide by the term of this agreement, which commences (date) _____ and expires (date) _____ (Office use only)

On behalf of IATEFL

Signed: _____

Name: _____

Position: _____

Date: _____

On behalf of the Associate

Signed: _____

Name: _____

Position: _____

Date: _____

12. Associates' Questionnaire

1. Name of Teachers' Association

2. Country

3. Please list names of all members of Coordinating Committee, position [i.e. president etc], start/end dates of service

4. How often does your Association hold elections?

5. How often does your Association have a general meeting of all membership?

6. Does your Association have an office? YES/NO

7. Does your Association have a newsletter? YES/NO

8. Have you read and understood the IATEFL vision/mission? – do you agree with it? (Let us know if you feel unclear as to what the following text means). IATEFL states:

"By 2010, IATEFL will be an even larger and more outward-looking, international community that ELT professionals will want to join, and one that forms bridges between the inexperienced and experienced, the practical and the theoretical, and the many different perspectives and contexts of the ELT world."

9. What are the principle ways you feel IATEFL could help your Association?

10. Is there anything else you would like IATEFL to know about your Association?

Completed by: _____

On behalf of: [name of Association] _____

Date: _____

13. Basic Membership Form

	IATEFL BASIC MEMBERSHIP APPLICATION FORM
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New Application () Renewal () Membership Number

MEMBERSHIP INFORMATION

The IATEFL membership year is for a period of one year from receipt of subscription.

Full and Basic Membership of IATEFL - What's the difference?

Full Membership	Basic Membership
IATEFL Voices 6 times per year	IATEFL Voices 6 times per year
<i>Conference Selections</i> (no charge)	Reduced rate for <i>Conference Selections</i>
Membership of one SIG (no charge)	-
Opportunity to subscribe to additional SIGs	Opportunity to subscribe to SIGs
Reduced rate at IATEFL events	Reduced rate at IATEFL events
Reduced subscriptions to some ELT publications and reduced prices for some ELT-related goods and services that may be available from time to time to IATEFL members as special offers	Not available
Voting rights in IATEFL	Voting rights in IATEFL
Can stand for office in IATEFL	-

Basic Membership

Family Name Mr/Mrs/Ms/Prof/Dr	
Forenames	
Address	
Tel	
Work Affiliation	
Address	
Tel	
Email	

14. Checklist of Responsibilities for Teachers' Associations

In order for communication to be effective between your Association and IATEFL International, and between your Association and other Teacher Associations there needs to be a person on your committee who is in charge of this. Here is a checklist of things that the IATEFL contact person (liaison officer/branch secretary/international relations officer) needs to do:

1. Make sure all your Committee members are on IATEFL PAL, the e -list where TAs linked up to IATEFL can communicate. To sign-up, contact Glenda Smart glenda@iatefl.org
2. Regularly check PAL and respond to requests for information about your Association. (PAL = Partners and Associates List)
3. If someone else takes over from you as IATEFL Contacts, or if there is a change of address, please inform IATEFL (Contact Glenda Smart at glenda@iatefl.org and Les Kirkham at leskirkham@gmail.com)
4. Check that your Associates' Agreement is still valid. It needs to be updated every three years. (Contact Glenda at glenda@iatefl.org)
5. Send two copies of your Newsletter to Head Office (IATEFL, Darwin College , University of Kent , Canterbury , Kent CT2 7NY , UK . Tel: +44 (0)1227 824430. Fax: +44 (0)1227 824431). One of these two copies should be addressed to Alison Schwetlick, VOICES Editor c/o of Head Office.
6. Send one copy of your Newsletter to the Associates' Representative (Les Kirkham, PO Box 17258, Al Ain, United Arab Emirates). leskirkham@gmail.com
7. Send information about the events your Association organises to the editor of VOICES, Alison Schwetlick at aschwetlick@tiscali.co.uk to Glenda Smart to put them up on the IATEFL website.
8. Make sure that the annual IATEFL International Conference and other IATEFL events are publicized in your Newsletter, on your website and at your professional events.
9. Make sure that your Association publicises the different types of IATEFL membership.
10. If you have a website, please include a link to the website of IATEFL International www.iatefl.org.
11. Make sure that whoever represents your Association at Associates' Day is well informed about Associate matters. (Associates' Day is always the day before the Annual IATEFL Conference in March/April.)
12. Make sure your Association contributes two articles per year to the IATEFL Electronic Articles' Bank. Please send these to Les Kirkham at leskirkham@gmail.com

www.iatefl.org - click on 'Associates'