Committee role descriptions

Events Coordinator:
- work closely with a local organiser to set up and run events
- contact exhibitors and sponsors and set up sponsorship packages
- put out a call for papers
- choose speakers and put the programme together
- design the budget of the event with the help of the treasurer
- advertise and market the event
- set up and design the event program
- create feedback forms for the event
- get all relevant information out to members via Head Office

An ideal candidate for the position would have:
▪ excellent organisational skills
▪ experience with organising both physical and online events
▪ excellent team player skills
▪ good computer literacy skills (using Word, Excel, Google sheets, photo editing, etc.)

Publicity Officer:
- compose monthly or bi-monthly updates for members regarding the SIG's future activities and other announcements or calls
- contribute to IATEFL's monthly *eBulletin* on behalf of TTEdSIG (ensuring Coordinators approval before sending to IATEFL PubsCom).
- compose and share the summary of SIG's past activities published in IATEFL's bi-monthly *Voices* at least twice a year.
- help promote the SIG events and activities through social media
- collaborate with other committee members responsible for online and face-to-face events
- help advertise events and announcements on social media
- seek different ways to promote the SIG and to attract new members

An ideal candidate for this position would have the:
- knowledge of social media platforms, and preferably an active user of Facebook and Twitter
- ability to put together publicity materials (to be used online) for events and other SIG activities
- excellent organisational, time management and team-player skills
- good computer literacy skills (using Word, Excel, Google sheets, photo editing, etc.)