

All IATEFL members can access the *IATEFL SIG Committees Handbook*, located in Key Documents when logged into your Member Dashboard.

The *IATEFL SIG Committees Handbook* contains more detailed information about the responsibilities of a SIG Coordinator. It is possible for this role to be shared jointly.

Coordinator

The Coordinator is ultimately responsible for ensuring that tasks of the role are covered / delegated to SIG committee members.

Benefits for those in the Coordinator role include:

- receiving publications and mailings from all other SIGs
- automatic membership of all the other SIGs
- Expenses met by IATEFL when attending SIG Coordinator meetings
- IATEFL annual conference fee covered by IATEFL

General responsibilities

- Chair monthly committee meetings
- Prepare an annual budget (and if necessary a PCE budget at the same time) and submit it to IATEFL HO each July (the IATEFL financial year runs from 1 Sept to 31 Aug)
- Prepare an annual plan and share it with the committee
- Attend, or send a representative (normally a committee member), to both SIG Coordinators' meetings. These meetings may be held online or in Faversham, UK at IATEFL Head Office in June (one day on a weekend) and October (weekend meeting)
- regularly check the SIG Coordinators Slack group for networking, discussion with other Coordinators and advice.

Mailings to members

- Ensure that SIG members receive at least three mailings per calendar year. More frequent mailings are desirable, but are limited to one per month from each SIG
- Write regularly for IATEFL *Voices* and the monthly *IATEFL eBulletin*
- Ensure regular communication is undertaken with SIG members through IATEFL HO.

Pre-Conference Event

- Together with the committee decide on the topic of the Pre-Conference Event (PCE)
- Attend and support committee members in the delivery of the PCE to delegates.

IATEFL Annual Conference

- Attend all five days of the Annual Conference (including PCE day) and participate in the SIG PCE and the AGM
- attend the SIG Showcase and ensure a SIG Open Forum takes place at which SIG members can discuss the future direction of the SIG
- introduce the SIG Showcase speakers, facilitate the Q&A sessions following talks, and lead the Open Forum, ensuring that SIG members are informed about the future direction of the SIG and the SIG finances.

Essential skills, qualities and experience

- leadership qualities
- demonstrable ability to act as a key representative at high profile events
- evidence of project management skills including meeting deadlines
- experience of engaging and communicating with geographically dispersed teams
- strategic thinking skills

All IATEFL members can access the *IATEFL SIG Committees Handbook*, located in Key Documents when logged into your Member Dashboard.

- organisational ability
- good interpersonal skills
- intercultural competence
- vision and diplomacy
- a strong commitment to IATEFL
- knowledge of and past contribution to TEASIG
- a minimum of six months membership of TEASIG

Events Coordinator

Responsibilities of the role include:

- working closely with a local organiser to set up and run events
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- putting out a call for papers for events and choosing speakers as well as putting the programme together
- advertising and marketing the event
- setting up the timetable for the event
- designing the printed conference program
- creating a registration form and deciding pricing for the event and liaising with IATEFL HO in order for it to go live on the website
- working with the local organiser on the budget for the event and submitting it to IATEFL HO for approval
- creating feedback forms for the event to send to IATEFL HO for photocopying
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- creating charts to visualize conference feedback
- getting all relevant information out to members
- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats

An ideal candidate for the position would have:

- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- Be able to physically help run and attend the SIG's key events
- excellent Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world

Requirements:

- Must be a current individual member of IATEFL who has had membership with the association for 6+months
 - Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
 - Has a positive attitude, ability to be flexible, and strong interpersonal skills
 - Has sufficiently good quality internet access for frequent access to email
 - Experience of using digital technologies in an educational and / or commercial context.
-

All IATEFL members can access the *IATEFL SIG Committees Handbook*, located in Key Documents when logged into your Member Dashboard.

Webmaster

The role of the Webmaster is to oversee and manage the SIG website and he/she reports directly to the TEASIG Coordinator. All tasks carried out by the Webmaster should be done in coordination with the TEASIG Coordinator and any other TEASIG committee members.

Responsibilities of the role include:

- To manage the content on the WordPress platform for the IATEFL TEASIG website <https://tea.iatefl.org/> including events, webinar announcements and recordings
- To liaise with the IATEFL TEASIG Committee for changes and additions to the TEASIG website
- To update the TEASIG Members Area of the IATEFL website with resources and other content

An ideal candidate for the position would have:

- excellent organisational skills
- experience with web content management, especially WordPress
- excellent team player skills

Requirements:

- Must be a current individual member of IATEFL who has had membership with the association for 6+ months
- Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
- Has a positive attitude, ability to be flexible, and strong interpersonal skills
- Has sufficiently good quality internet access for frequent access to email.
- Experience of using digital technologies in an educational and / or commercial context.