



IATEFL

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Call for volunteers: IATEFL Publications Committee member

About the Publications Committee

The Publications Committee (PubsCom) is one of the IATEFL Executive Committees. The Committee consists of the Vice President as chair, as well as two other members together with the IATEFL SIGs & Publications Officer at Head Office.

The primary goals of this committee are to:

- set and implement a short and medium-term publications strategy for the association
- work with the editors of *Voices*, *Conference Selections* and Special Interest Group (SIG) publications with the aim of ensuring quality standards and IATEFL branding
- regularly review and update the IATEFL Publications Policy as required
- oversee the production of the monthly IATEFL *eBulletin* and the IATEFL blog
- provide assistance with *ELTJ* and *EL Gazette* liaison and the production of Special Interest Group (SIG) publications.

IATEFL membership entitles members to a monthly *eBulletin*, our bi-monthly newsletter *Voices* six times a year and if they are eligible the *IATEFL Conference Selections* book. Those members who are also SIG members receive publications from their chosen SIG(s) throughout the year as well as updates, conference reports, emails or a letter from the Coordinator. These publications form a substantial part of the benefits IATEFL members receive and are key communication and marketing methods to ensure our members feel part of a community.

The remit of the Publications Committee includes:

IATEFL *eBulletin*

The Publications Committee is responsible for sourcing the content from Head Office, the SIGs and the Executive Committees within the Association about all things IATEFL, as well as editing and final proof reading of the 10 issues of the *eBulletin* a year. The mailing of this publication together with the upload to the IATEFL website is undertaken by the IATEFL SIGs & Publications Officer at Head Office.

Special IATEFL publications

The Publications Committee may be asked to take on a special project regarding an IATEFL publication. Depending on the goal and scope of the project, the Publications Committee may be asked to establish a budget, find sponsors, source authors and editors and set up a schedule for the project.

***ELT Journal* and *EL Gazette* liaison**

The Publications Committee serves as the *ELTJ* and *EL Gazette* liaison. The Committee is responsible for sourcing authors for IATEFL's page in both publications to report on aspects of the Association. Traditionally written by the President, this is now shared among the Trustees and other committee members on the Executive Committees.

IATEFL blog

The [IATEFL blog](#) (*Views*) clarifies important aspects of IATEFL's work and provides a key space for IATEFL members to share their voice. The blog team consists of committee members from the Publications Committee and the Membership Committee.

IATEFL and SIG publications

The committee works with the IATEFL SIGs & Publications Officer at Head Office to ensure that all publications are adhering to the IATEFL Publications Policy guidelines as well as acting as the final decision maker for editorial decisions where necessary.

Much of the business of the Publications Committee is done by email and involves liaison with the committee members, contributors to the *eBulletin*, and editors of *IATEFL Voices* and *Conference Selections* as well as IATEFL Head Office. In the normal way, the Committee meets face to face at the annual conference. Other meetings are held virtually as needed as well as communicating via Slack and email.

Profile of a Publications Committee member

The roles on the committee rotate so that each committee member is not overburdened. One committee member manages the eBulletin (with input from the rest of the team), one member works with the Membership Executive Committee in sourcing and preparing blog posts on the IATEFL website, and one assists the committee with more general duties.

We are currently looking for **one** dynamic and enthusiastic volunteer to join the committee. An ideal candidate would be able to demonstrate the following:

Required

- Must be a **current individual member of IATEFL** who has had membership with the association for one year or more
- Willingness to work as part of a team, attend committee meetings 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, Skype, Zoom or Google Meet
- Must be willing to take responsibility for liaising with people both within and outside of IATEFL in order to set up and organise specific areas of responsibility
- Note that the position requires close communication with the PubsCom chair, other committee members and IATEFL Head Office
- Be able to make decisions and work to deadlines
- Compile and edit/proofread contributions
- Well-developed editing and writing experience
- Good spelling and grammar skills
- Good computer skills, especially online editing through Google Docs and Word

Desirable

- Knowledge of UK copyright law
- Knowledge of production of digital publications (eg. .ePub and .mobi formats)
- Knowledge of Adobe products
- Publishing experience
- Creative ideas and knowledge of current trends in EFL

Terms of office

All positions are voluntary and only expenses will be reimbursed. Committee members are normally appointed for a three year term, with a six month 'probationary' period. Positions are renewable for a further three years, subject to the committee member submitting a new application a month before the official call is due to take place and with the agreement of the current Chair and members of the committee. When appropriate, Head Office may be consulted.

Expenses will be reimbursed against receipts for actual expenditure to attend meetings in line with the following rates:

Travel

- The lower value of:
 - 1) UK 2nd class rail fare (or cheaper alternative, i.e. coach)

Or

 - 2) Mileage, should a volunteer choose to use their own car. If a volunteer is unable to catch a train to their destination or if it proves more costs effective to use their own car, mileage allowance will be paid in line with approved HMRC rates (currently 45p per mile)
- Taxi fares may also be paid where suitable public transport is not available or where several volunteers are travelling together to make it more cost effective than public transport.
- Flights up to £300 will be reimbursed (additional £100 discretionary with prior authorisation by the Chief Executive for longer or more expensive destinations). If it becomes obvious that the approved limits will not be sufficient in covering flight costs from the committee member's destination, this will need to be reported to the chair of the committee as soon as possible so additional funding can be considered by the Treasurer and the Board of Trustees. In any case, committee members should try to ensure that the best possible rates are obtained when booking to make sure that charity money is maximised.

Meals

- Meal allowance at the approved rates: Currently lunch - £10, dinner - £20
- No alcohol will be reimbursed and any soft drinks should be purchased within the meal allowance.

Accommodation

- Accommodation will be reimbursed if required. This will normally be one night, at the IATEFL annual conference and is expected to be at reasonable rates. The number of nights may be flexible depending on times, flights and costs, as determined by Head Office.