



## Committee role descriptions

### **PCE and Teachers Research! Event Organiser**

Responsibilities of the role include:

*For the Pre-Conference Event (PCE), under the supervision of the Coordinator you will:*

- collect potential poster presenters' abstracts
- send further guidance emails to poster presenters after short listing including information on where and how to display their posters. Remember to follow conference rules i.e. no tack on walls. Must be fixed to poster panels with Velcro.
- liaise with the web/social media manager on the committee to update the website/brochure accordingly
- inform the IATEFL Conference Organiser of the required room layout so chairs are in circular groups rather than conference style straight rows
- inform the IATEFL Conference Organiser of the need for poster panels
- on the day you will help with the smooth running of the day
- check space and equipment for displaying posters; solve any issues by liaising with the Coordinator
- check equipment is working e.g. PC and microphone; solve any issues by liaising with the Coordinator
- as delegates enter the room, update the register delegates and return the completed document to the Coordinator.

*Regarding Teachers Research! events:*

- Plan, organise and deliver Teachers Research! events in partnership with participating stakeholders/institute.
- Create a subcommittee by informally inviting existing SIG members to join the ReSIG Teachers Research! sub committee
- Ideally invite three ReSIG members to join the sub committee
- The subcommittee under the guidance of the Event organiser, shares the responsibility for planning, organising and jointly delivering events / conferences for teachers by working in partnership with other institutes. There is a general title for the events: Teachers Research!
- Liaise with the ReSIG Scholarship officer and Treasurer to consider financial support to attendees/presenters.
- The Event organiser is in charge of the 'on the day registration payments' where delegates turn up, register and pay for attending the event days. IATEFL Head Office will send the information to the Event organiser.
- Two more subcommittee members' help with anything they feel comfortable with to assist the Event organiser.
- The theme and structure of the events must include poster presentations as a core feature of the conference/events - not traditional PowerPoint presentations.
- The subcommittee and Event organiser liaise with the key stake holders at the chosen conference venue.
- The subcommittee reports to the Event organiser.
- The Event organiser should liaise with the Web manager and Social media officers to disseminate the event, as well as with the host institution to disseminate among the local community.
- Post event: the Event organiser should liaise with the Publication officers to plan possible publications and research reports.

An ideal candidate for the position would have:

- excellent organisational and writing skills
  - strong interpersonal skills to liaise and communicate well and in a timely manner with a culturally-diverse group of colleagues within the committee
  - a positive and pro-active attitude, and the ability to be flexible
  - sufficiently good quality internet access for frequent access to email and other communication platforms
  - excellent IT skills
  - experience and contacts in the ELT field
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# Committee role descriptions

## Web and Digital Media Manager

Responsibilities of the role include:

- updating and maintaining the SIG website
- coordinating & moderating the online programme for SIG conferences (simulcasts)
- coordinating and using the SIGs social media (Facebook, Twitter, Instagram, LinkedIn, YouTube) to promote SIG activities
- processing, editing and uploading video and audio recordings for the SIG website & YouTube channel
- preparing flyers for SIG events
- preparing slides for SIG events (PowerPoint)
- writing (or helping to write) the online relevant features in the SIG Newsletter
- dealing with queries from members concerning the SIG's online activities
- providing technical support for other committee members where necessary
- providing support for online events
- liaising with the Coordinator and the Events Organiser regarding the monthly eBulletin that the Coordinator writes every month
- establishing ties with other SIGs to develop ideas for joint online events
- helping to shape the future of the SIG's online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

An ideal candidate for the position would:

- have experience of working with content management systems (website)
- have experience of working with web conferencing tools
- have experience of working with social media tools
- have basic video & audio editing skills
- have good Microsoft Word & PowerPoint skills
- be familiar with trends in social media
- have a keen interest in how technology is used in teaching and professional development
- be proactive and open to work with an internationally diverse team