



Coordinator role description

The Coordinator is ultimately responsible for ensuring that the responsibilities and tasks (see below) of the role are covered / delegated to SIG committee members. It is possible for this position to be shared by two Joint Coordinators.

General responsibilities

- chair monthly committee meetings
- prepare an annual budget (and, if necessary, a Pre-Conference Event budget) for submission to IATEFL HO each July
- prepare an annual plan and share it with the committee
- attend, or send a representative (normally a committee member), to both SIG Coordinators' meetings, online or at IATEFL Head Office, Faversham, UK in June (one day on a weekend) and October (weekend meeting)
- regularly check the SIG Coordinators Slack group for networking and discussion with other Coordinators
- ensure that SIG members receive at least three mailings per calendar year.

Pre-conference event (PCE) and IATEFL Annual Conference tasks

- together with the committee decide on the topic of the Pre-Conference Event (PCE)
- attend all five days of the Annual Conference (including PCE day), participate in the SIG PCE, and attend the IATEFL AGM
- actively participate in the SIG Showcase and ensure a SIG Open Forum takes place at which SIG members can discuss the future direction of the SIG.

Benefits

- 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.

An ideal candidate for the position should

- have leadership qualities
- demonstrable ability to act as a key representative at high profile events
- have evidence of project management skills including meeting deadlines
- have experience of engaging and communicating with geographically dispersed teams
- have strategic thinking skills and organisational ability
- have good interpersonal skills and intercultural competence
- have a strong commitment to IATEFL and to TEASIG
- be a fully paid up IATEFL TEASIG member, ideally for the past six months.

It is possible for this position to be shared by two Joint Coordinators.

All IATEFL members can access more detailed information in the *IATEFL SIG Committees Handbook*, which is located in 'Key Documents' under the 'About' tab when logged into their Member Dashboard <https://www.iatefl.org/dashboard>.