



IATEFL

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Role description: IATEFL Vice President / President

Your opportunity to help shape the future of IATEFL and our profession

As Vice President (VP), and then President (P), of IATEFL you will be on the board of trustees, and then chair it. This gives you the opportunity to help shape IATEFL's direction and priorities alongside a team of 7 other trustees.

The role in context

IATEFL is a registered charity and company limited by guarantee, with a subsidiary trading company, IATEFL Trading Ltd. The VP/P is appointed as a trustee of the charity, and is also appointed as a director of the trading company. The VP/P is responsible, along with the other Trustees, for the charity's sound running according to its aims and statutes.

The post of VP/P is active, exciting and full of possibilities. After learning the ropes, there is plenty of scope to contribute in achieving IATEFL's strategic plans by bringing your own experience, strengths and insights. As such the role is regarded by many as an internationally recognised and respected position to hold in the world of English language teaching.

The VP/P role is strategic, and whilst it is important that they maintain an up-to-date overview of the Association, the operational work of IATEFL is carried out by the Head Office team, led by the Chief Executive. The Association's strategy is identified in the IATEFL Current Strategy and Development Plan, which is determined by the Board of Trustees collectively, and reported on at the Annual General Meeting.

Day-to-day issues are discussed collectively by email or in virtual meetings, thus cutting down considerably on the need to travel to face-to-face meetings. This work normally requires an equivalent average of one to one and a half days per week, depending on the time of year and initiatives taken. It can help if applicants have active support from their institution, or are freelance practitioners with a degree of freedom and flexibility as to time and work commitments.

This is a volunteer role and, in line with UK charity law, trustees receive no remuneration. Expenses for travel, accommodation and subsistence are covered by IATEFL in line with its current policy.

Eligibility

- Trustees of the Association must hold a fully paid up, current individual subscription to IATEFL. This includes individual members, students, retired, early career teachers and basic members.
- Any trustee who has previously served for six continuous years may not be re-appointed as a trustee until a minimum of one year has elapsed.

Length and stages of term

- **Stage 1:** May 2022 to April 2023 as in-coming Vice President
- **Stage 2:** April 2023 to April 2025 as President
- **Stage 3:** April 2025 to April 2026 as out-going Vice President

The first part is intended as an apprenticeship period in which the Vice President learns more about the running of the Association. On becoming President they will then have the support of the former President, who becomes Vice President.

International Association of Teachers of English as a Foreign Language

Linking, developing and supporting English Language Teaching professionals worldwide

Patron: Professor David Crystal OBE FBA

REGISTERED AS A COMPANY IN
ENGLAND & WALES 2531041

REGISTERED AS A CHARITY
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Principal Functions

The principal functions of the post of VP/P are:

1. Member / Chair of the Board of Trustees and Directors

The VP/P is a member of the Board of Trustees. Trustees have joint responsibility for the charity's sound running according to its aims and statutes. All Trustees must:

- Ensure that the aims of IATEFL are carried out
- Ensure appropriate procedures are established and followed, and that committees run effectively
- Assume legal responsibility for bank accounts, the Association's premises, and any other such matters with regard to ownership or hiring of property or facilities;
- Become a director of IATEFL's trading company;
- Assume responsibility as an employer of the salaried staff of the Association, and of being concerned with their conditions of service (including pay) and the recruitment and appraisal of the Chief Executive and Deputy Chief Executive;
- Play a full part in Board of Trustees decisions.

Only those who meet UK legal requirements to stand as a Trustee / Director can be appointed. A declaration must have been submitted on application.

The VP/P is expected to:

- Attend three Board of Trustees meetings a year, where they are expected to play a full part in the thinking and decision-making process on issues affecting the Association. The Secretary will liaise with the President when setting the agenda for these meetings and afterwards, when sending out minutes for checking.
- Attend online Board of Trustee meetings as required.
- Liaise regularly and support the Chief Executive and Deputy Chief Executive where required.

2. Executive Committee Responsibilities

The Association has six Executive Committees, which are responsible for the Associates, the Annual Conference, Digital, Membership, Publications and Special Interest Groups (SIGs).

In addition to the role of a trustee, the Vice President / President acts as chair of the Publications Committee (PubsCom) from when they are elected through until the end of their first year as President in April 2024, and as a member of the Conference Committee (ConfCom) from that point until the end of their term as outgoing Vice President.

3. Representative of IATEFL (other duties)

The VP/P can be expected to be consulted and involved in a range of matters relating to the different aspects of the Association's work and may be asked to represent IATEFL at various events and meetings. Some of these will include:

- As President, to Chair the Annual General Meeting (AGM).
- Attend the International Annual Conference and help in its smooth running and act as a figurehead role throughout.
- Represent IATEFL at public events, meetings or conferences from time to time and as appropriate.
- Represent the Board of Trustees at IATEFL Advisory Council meetings as and when required.

Experience

- Experience of working within IATEFL and/or another teaching association, membership association, charity or volunteer led organisation is beneficial.
- You will have had previous management and leadership experience and be able to display leadership qualities.

Knowledge

- You will have knowledge of IATEFL, its structure, objectives and key relationships. This may have been gained through previously volunteering for IATEFL in a different context.
- You should have a sound general knowledge of IATEFL's policies, and specifically its *Code of Conduct* and *Mission, goals and practices*.
- You should understand the different roles and responsibilities of staff, volunteers and trustees.
- You should have a good understanding of the English Language Teaching profession in its different contexts.

Skills

- Strong interpersonal skills and the ability to represent IATEFL in front of a variety of audiences.
- Intercultural competence, vision and diplomacy.
- The ability to manage a committee, as well as work collaboratively as part of a team.
- Strategic thinking and planning skills to assist IATEFL in meeting its strategic goals.
- The ability to understand issues from different perspectives and to be objective.
- The ability to understand basic aspects of budgets.
- To respond quickly and manage unexpected problems and challenges effectively.

Trustee responsibilities

A good Trustee:

- 1) Acts in accordance with the IATEFL Code of Governance.
- 2) Pursues the Association's objectives or purposes, as set out in the governing document.
- 3) Uses the Association's assets exclusively to pursue those aims.
- 4) Acts in the interests of its beneficiaries.
- 5) Acts as part of a team of trustees, with decision-making based on collective responsibility and consensus forming.

They should also:

- 1) Take an active role in the charity.
- 2) Avoid conflict with personal interests.
- 3) Not profit from the role unless it has been authorised.

The next step...

If you are interested in applying for this exciting role, and you are a current individual member of the association, you need to complete and submit the nomination form, having first identified two other current members to nominate and second your application.

You are also required to have spoken to [a current member of the Board of Trustees](#), providing you with a chance to ask any questions you may have and get a clearer understanding of the role.