Webinar Co-moderator role description

General responsibilities
The Webinar Moderators work together to oversee and manage the SIG webinars.

Their specific tasks include:
▪ finding speakers and arranging dates for webinars (including rehearsal dates)
▪ ensuring that the presentation is suitable and preparing the publicity material (abstract, speaker’s bio, and photo)
▪ booking a Zoom webinar room with IATEFL HO for the webinar and rehearsal
▪ ensuring publicity for the webinar is send out to TEASIG members via IATEFL HO and TEASIG social media
▪ assisting speakers with presentations and other help required (via email and during the rehearsal)
▪ overseeing the rehearsal and the webinar, moderating the webinar and completing any follow-up tasks

An ideal candidate for the position should
▪ have a positive attitude, ability to be flexible, and strong interpersonal skills
▪ be willing to work as part of a team, and communicate with other members of the committee in a timely manner
▪ have excellent organisational skills
▪ have good quality internet access
▪ have experience of using digital technologies and/or web-conferencing tools
▪ be a fully paid up IATEFL TEASIG member, ideally for the past six months.

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.