



IATEFL

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Call for Scholarship Committee Chair

Introduction

Each year IATEFL offers a range of conference scholarships to enable teachers, trainers and other English language teaching professionals the opportunity to attend the IATEFL Annual Conference in the UK. These scholarships are offered by IATEFL, by a range of IATEFL Special Interest Groups, and by a wide range of other scholarship sponsors: institutions, companies, groups and individuals.

IATEFL scholarships offer unique opportunities for English language teaching professionals who might otherwise never have the opportunity to experience, and possibly present at, a large scale international professional conference. It has also proven to be a key route for many who have gone on to volunteer for IATEFL, have articles published, become well-known speakers, create their own regional or national teaching association, or perhaps lead IATEFL as a key volunteer or even president.

This volunteer role is very rewarding and has a direct impact on the lives and opportunities of such individuals.

The Scholarship Committee

The Scholarship Committee consists of a member of Head Office staff - the Conference Planning Officer - and up to six volunteers including the Chair. The Scholarship Committee holds at least one online meeting a year and one formal meeting during the IATEFL Conference. The primary goal of this Committee is to manage and support all aspects of the IATEFL Scholarship scheme.

More specifically, this includes:

- Actively seeking out new sponsors and supporting them in designing their scholarships.
- Reading for scholarships and supporting new readers in the reading processes and procedures.
- Providing help, advice and support to scholarship winners in planning their attendance of the conference.
- Working directly with sponsors and Head Office to ensure the smooth running of the Scholarship scheme, from securing text approval from sponsors to greeting winners at Conference.
- Promoting the IATEFL Scholarship scheme through a range of channels.

Scholarship Committee Chair

The Chair of Scholarship Committee is responsible for:

- Overall management of the IATEFL Scholarship scheme.
- With the Conference Planning Officer, managing and tracking all aspects of scholarship applications.
- Securing and allocating readers for the scholarships which need independent reading panels.
- Ensuring all reading panels reach and report their selections in a timely manner.

- Liaising with sponsors and scholarship winners to ensure communication channels are maintained.
- Holding two annual meetings with Committee, one in January and one at Conference, and ensuring agenda and minutes are distributed to all relevant parties.
- Writing brief Scholarship Committee update reports for the Board of Trustees.

The Scholarship Committee Chair is supported by IATEFL Head Office in communicating with scholarship applicants and winners, and also with administrative support.

Conditions

- This is a volunteer role, however IATEFL covers expenses incurred with this role as per the information below.
- You must abide by [IATEFL's Privacy Policy](#) when receiving and handling member data for the purposes of the role.
- You must notify IATEFL of any potential conflicts of interest which might impact on this role.

IATEFL Expenses Policy

Travel

- The lower value of:
 - UK 2nd class rail fare (or cheaper alternative, i.e. coach)
 - or
 - Mileage, should you use your own car. Mileage can be provided if you are unable to catch a train to your destination or if it proves more cost effective to use your 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 people 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 Chief Executive as soon as possible so additional funding can be considered by the Treasurer and the Board of Trustees. In any case, you should try to ensure that the best possible rates are obtained when booking to make sure that charity money is maximised.

Meals

- Meal Allowance: Lunch - £10, Dinner - £20 (maximum against receipts)
- No alcohol will be reimbursed and any soft drinks should be purchased within the meal allowance.

The candidate

The ideal candidate:

- Will preferably have had experience of working with the IATEFL scholarship scheme or a similar scholarship scheme.
- Has, or is keen to develop, contacts with potential scholarship sponsors.
- Is interested in helping to support and provide opportunities for English language teaching professionals that they might not otherwise benefit from.

To apply

If you are interested in applying for the position, please submit:

- a one-page CV outlining relevant qualifications and number of years' experience of writing, editing and publishing in the ELT field,
- a personal statement, of no more than 250 words, explaining why you feel you are the right person for this role.

All applications should be sent to the IATEFL Membership Officer, Lucy Julians (email address below), by the closing deadline of 16.00 (UK time) on Thursday, 5 May 2022. Should you require any further information about this role, please contact the IATEFL Membership Officer, Lucy Julians, via email:

membership@iatefl.org.