



Joint Coordinator role description

SIG Coordinators are ultimately responsible for ensuring that the responsibilities and tasks (see below) of the role are covered by / delegated to SIG committee members. TEASIG is looking for a Joint Coordinator to share this position with the existing Coordinator.

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 or two half days 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
- PCE fee covered by TEASIG
- IATEFL annual conference fee and certain expenses 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.

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>.