



IATEFL

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Call for a new IATEFL Conference Committee member

About the Conference Committee (ConfCom)

The IATEFL International Conference is one of the most important global annual conferences for English language teaching professionals.

The Conference Committee (ConfCom) is one of the IATEFL Executive Committees which works to ensure the professional and financial success of the IATEFL Annual Conference and Exhibition. It is formed of 2 or 3 volunteer IATEFL members, who each take responsibility for different areas of the conference, along with relevant members of Head Office (HO) staff and is chaired by the President or Vice President of IATEFL.

ConfCom works closely with Head Office and other associated committees to organise the conference. The remit includes:

1. Contributing to the on-going direction, relevance and success of the IATEFL International Conference.
2. Working alongside the Proposals Committee, the Head Office team and the Conference Programmer to determine session formats.
3. Checking and updating conference-related guidelines in collaboration with the Conference Programmer and Conference Programme Coordinator.
4. Designing and organising an interesting and varied evening social programme.
5. Overseeing the smooth running of different sessions during the conference where necessary and being available to moderate sessions at short notice.
6. Collaborating with HO staff to evaluate and analyse feedback from delegates and exhibitors to make improvements wherever possible.
7. Identifying potential plenary speakers, themes and innovations for future conferences and ensuring these represent gender balance and geographical spread.

Profile of a Confcom member

We are currently looking for a dynamic and enthusiastic volunteer to join the committee in this exciting and important role. An ideal candidate for this role would be able to demonstrate the following:

Required

- Must be a current individual member of IATEFL who has had membership with the association for one year or more.
- Must be able to attend the IATEFL Conference each year. As a member of the committee you will not be required to pay for your registration.
- Experience in organising face-to-face and / or virtual conferences, preferably of an international scale.
- Good organisational skills.
- Willingness to work as part of a team, and communicate with other members of the committee in a timely manner.
- A positive attitude, ability to be flexible, and strong interpersonal skills.
- Ability to attend online meetings and occasional face-to-face meetings in the UK.

Desirable

- Has previously attended an IATEFL Annual Conference
- Creative ideas and knowledge of current trends in EFL
- Patience and a good sense of humour

All matters are discussed and decided at online meetings held three times a year. Meetings usually take place in May, September and January. During the rest of the year, matters will be discussed online.

Terms of office

All positions are voluntary and only expenses will be reimbursed. Committee members are normally appointed for a three year term. Positions are renewable for a further three years, subject to the performance of the committee member over the first term.

How to apply

Should you wish to apply for this role, please submit a 250-word personal statement about why you feel that you are the right person for this role along with a one-page CV outlining relevant qualifications and experience. Please quote your IATEFL membership number in your application.

All applications and CV's should be sent to the Chief Executive, Jon Burton (contact details below) by the closing deadline of 12.00 midday GMT on Wednesday 28 September.

Applications will be read blind by the Conference Committee Chair and other members of ConfCom, and will be assessed against the criteria set in the profile above.

Should you require any further information about this position, please contact the Chief Executive, Jon Burton via email: jon@iatefl.org or telephone +44 (0)1795 591414.