Global Issues Special Interest Group (GISIG) Coordinator Role Profile

SIG Coordinators are responsible for ensuring that the responsibilities and tasks (see below) are covered / delegated to SIG committee members. GISIG is looking for *either* one Coordinator *or* two Joint Coordinators to share this position.

General responsibilities
- chair regular GISIG committee meetings
- oversee a calendar of online and face-to-face SIG events during the year
- liaise with IATEFL Head Office (HO) to inform and organise these events and activities
- prepare an annual budget (and, if held, a PCE budget) for submission to IATEFL HO each July
- attend, or send a representative (normally a GISIG committee member), to both SIG Coordinators' meetings. These meetings are usually held online (October) and in-person immediately before the Annual Conference (April)
- regularly check the SIG Coordinators Slack group for networking and discussion with other Coordinators
- ensure that GISIG 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 and content of the Pre-Conference Event (PCE)
- attend all four days of the Annual Conference, and participate in the SIG PCE (if held), GISIG Showcase and IATEFL AGM
- administer the SIG Showcase programme, as advised by the IATEFL Conference Organiser including the process for selecting presentations
- 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 in-person SIG Coordinator meetings
- GISIG PCE fee covered by the SIG
- IATEFL annual conference fee and certain expenses covered by IATEFL.

An ideal candidate should have:
- leadership qualities
- demonstrable ability to act as a key representative at high profile events
- evidence of project management skills including meeting deadlines
- experience of engaging and communicating with geographically dispersed teams
- strategic thinking skills
- organisational ability
- strong interpersonal skills and intercultural competence
- a strong commitment to IATEFL and the Global Issues SIG
- be a fully paid up IATEFL GISIG 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.