

Literature Special Interest Group (LitSIG) Coordinator Role Profile

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

General responsibilities

- ✦ chair regular LitSIG committee meetings
- ✦ oversee a calendar of online and face-to-face SIG events during the year
- ✦ liaise with the LitSIG Events Coordinator and IATEFL Head Office (HO) to schedule and organise these events and activities
- ✦ liaise with the LitSIG Treasurer to produce the annual budget (and, if held, a PCE budget) for submission to IATEFL HO each July
- ✦ attend, or send a representative (normally a LitSIG committee member), to SIG Coordinators' meetings. These meetings are usually held online (October) and in-person immediately before the Annual Conference (April). There may be extraordinary SIG Coordinators' meetings during the year.
- ✦ regularly check the SIG Coordinators Slack group for networking and discussion with other Coordinators
- ✦ liaise with the LitSIG Publications Officer to ensure that LitSIG members receive regular mailings

Pre-Conference Event (PCE) and IATEFL Annual Conference tasks

- ✦ together with the LitSIG 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 LitSIG PCE (if held), LitSIG Showcase day and IATEFL AGM
- ✦ administer the LitSIG Showcase programme, as advised by the IATEFL Conference Organiser, including the process for selecting presentations
- ✦ ensure a LitSIG 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 (although such meetings seem set to continue being online)
- ✦ LitSIG PCE fee covered by the LitSIG
- ✦ 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 Literature SIG, and an ambition to make the LitSIG's activities grow both numerically and in the genres of events offered
- ✦ be a fully paid up IATEFL LitSIG member, ideally for the past six months