



Volunteer role descriptions

IATEFL BESIG Coordinator / Joint Coordinators

We are opening the call for a new coordinator or two joint coordinators (recommended) to lead our dynamic IATEFL BESIG team.

General responsibilities:

- liaise with SIG committee members on ways to increase membership
- prepare an annual event plan and budgets
- coordinate SIG annual conference, PCE, Showcase, webinars, workshops and more
- communicate with SIG members through emails and Open Forum
- contribute to *Business Issues*, *IATEFL Voices* and the IATEFL eBulletin
- delegate duties to SIG committee members
- attend online SIG Coordinators' meetings
- attend all four days of the IATEFL Annual Conference and the IATEFL AGM
- access the SIG Coordinators Slack group for networking with other SIGs
- build new strategic collaborations with SIGs and Teacher Associations

Candidates should ideally have:

- leadership and project management skills
- the ability to act as a key representative at high profile events
- excellent organisational and time management skills
- experience of working in international teams
- strong interpersonal and intercultural skills
- knowledge of and prior active participation in IATEFL BESIG activities
- a willingness to attend conferences and events and to travel to a committee meeting
- been a current and active BESIG member for the immediately preceding 12 months
- a passion for linking, developing and supporting BE professionals worldwide

The successful candidate, who will be part of the committee and have voting rights, will be appointed for a three-year term from November 2023. Attendance will be required at committee meetings.

All IATEFL members can access more detailed information about the role in the IATEFL SIG Committees Handbook, which is located in 'Key Documents' under the 'About' tab when logged into their Member Dashboard.

