

Secretary

Responsibilities of the role include:

- communicating with committee members to receive meeting agenda items and circulating them before the meetings
- writing the minutes after the meetings and sharing them with committee members and HO
- filing all committee correspondence received and sent in the IPSEN SIG email account.
- sending and replying to emails (correspondence) to IATEFL associates and/or any other external associates and arranging meetings with them.

An ideal candidate for the position would have:

- an organisational ability and eye for detail
- minute-taking experience
- good communication and interpersonal skills
- experience in committee work and procedures