



IATEFL

No 2 & 3 The Foundry, Seager Road,
Faversham, ME 13 7FD, United Kingdom

W: www.iatefl.org ▪ E: info@iatefl.org

T: +44 (0)1795 591414 ▪ F: +44 (0)1795 538951

IATEFL Associates' Committee member

Would you like to make a difference in the English language teaching profession around the world?

IATEFL works with over 100 national teaching associations, named 'IATEFL Associates', sharing ideas, information, best practice, promoting their events and providing opportunities to their members. As a community IATEFL's Associates make up a community of over 100,000 English language teaching professionals.

Being a member of IATEFL's Associate Committee is a wonderful way to support your professional globally, as well as building your profile and professional network within the English language teaching profession, learning new skills, and working as part of a team, supported by IATEFL's Head Office team.

About the Associates' Committee

The main objective of the Associates' Committee is to provide support and guidance for the IATEFL Associates while building and strengthening the network through regular communication. It is formed of two volunteer IATEFL members, who each take responsibility for different areas, along with the Membership Officer from IATEFL Head Office (HO), and is chaired by the Associates Representative who sits on the IATEFL Board of Trustees.

The remit of the Associates Committee includes:

- **New Associates** – responsible for sending information to new associates, and also receiving and vetting Associate applications.
- **Current Associate support** – responsible for providing ongoing support to the Associates, assisting them with all organisational advice. The Chair also maintains regular contact with Associates through ongoing Skype meetings when/if appropriate and encourages Associates to form links amongst themselves.
- **The Associates eBulletin** – Work with IATEFL Head Office to compile and edit the monthly *eBulletin*, which includes information on all forthcoming Associate events. It also profiles one of the IATEFL Special Interest Groups (SIGs) to further encourage links between Associates and SIGs.
- **Voices** – responsible for providing copy for the Associates section of *Voices*. This entails liaising with Associates to put together information on two TAs per issue. It also requires the Chair to liaise with other trustees and includes information on any conferences that have been attended. Other news and information on projects and/or scholarships is also included.
- **@IATEFLAssociates** – responsible for the IATEFL Associates X (formerly Twitter) account. This sends out information on forthcoming events, and connects with TAs worldwide.
- **Projects (Hornby Trust IATEFL Project)** – responsible for liaising with the Hornby Trust IATEFL Project representative to promote this scheme with the Associates. The A. S. Hornby Educational Trust

International Association of Teachers of English as a Foreign Language

Linking, developing and supporting English Language Teaching professionals worldwide

REGISTERED AS A COMPANY IN
ENGLAND & WALES 2531041

REGISTERED AS A CHARITY
1090853

supports teacher development in developing countries and countries in transition. The Trust works with various partners to achieve this aim, including the British Council and IATEFL. The Trust wishes to make available to IATEFL Associates round the world project funding for activities which will support teacher and teacher association development in practical, sustainable and contextually relevant ways.

- **IATEFL Projects** – Set timetable for the awarding of the grant, review the bid applications and select a suitable project to be awarded the annual grant. Keep in touch with the recipient of the grant to receive progress updates or provide additional support where appropriate.
- **Associates Handbook & Agreement** - keep the Associate Handbook and Associate Agreement form up-to-date, in coordination with HO.
- **Wider Membership Scheme (WMS) bids** – involved in reading through bids for WMS and attending meeting for allocation of memberships to TAs when applicable.
- **Associates Leadership & Development online course** – running a 10-week online course from July to September each year. Assists with monitoring posts and encouraging discussion and engagement between course participants.
- **Annual online professional development day for Associate representatives** – Organise the programme of speakers, timetable, and hosting responsibilities. Working with IATEFL Head Office to invite representatives, liaise with speakers and organise rehearsals.

The Associates Committee also organises and runs **Associates' day** which takes place at the IATEFL Annual Conference. This involves:

- **Associates' day programme** – preparing the programme for the Associates' day, deciding on the timetable, theme, organisation. The Chair is responsible for leading the Associates' day at the Annual Conference.
- **Associates day speakers** – approaching Associate members who have shown an interest in making a short presentation at the annual conference, liaising with them over the title and content of their talk and briefing them on the expectations of an Associates' day audience.
- **Associates day feedback** – collecting feedback from delegates, evaluating it in order to be able to make improvements for the following year and then passing it on to IATEFL HO for further analysis.

Profile of an Associates' Committee member

We are currently looking for a dynamic and enthusiastic volunteer to join the committee. 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 a current member of an IATEFL Associate
- Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
- Has an interest in, and experience of, the work of teachers' associations
- Has good leadership qualities, organisational ability, vision and diplomacy
- Supports cultural and organisational variation in Associates
- Has good organisational skills
- Has a positive attitude, ability to be flexible, and strong interpersonal skills

Desirable

- Experience in organising face-to-face events and / or conferences

- Has previously attended an IATEFL Annual Conference
- Creative ideas and knowledge of current trends in EFL
- Knowledge of different EFL contexts

A face-to-face meeting usually takes place at the IATEFL annual conference each year. During the rest of the year, matters will be discussed via email, phone or online facilities such as Zoom.

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 committee member submitting a new application a month before the official call is due to take place and with the agreement of the current chair and members of the committee. When appropriate, HO may be consulted. Expenses will be reimbursed against receipts for actual expenditure to attend meetings or events, as required, in line with approved IATEFL rates.

Due to the time commitment this role requires, we strongly recommend that the successful applicant does not hold an additional volunteer role within IATEFL.

How to apply

Should you wish to apply for this role, please complete the [online application form](#). Applicants should then also email a one-page CV outlining any relevant qualifications and experience to louise@iatefl.org.

The closing deadline for applications is 17.00 UK time Thursday 18th January 2024

Should you require any further information about this position, please contact Jean Theuma, Chair of the Associates Committee and IATEFL Trustee, via email: associaterep@iatefl.org