



Call for Committee Member - Administration & Membership Coordinator

IATEFL BESIG is looking for an organised individual to deal with the administration

Responsibilities include:

- Looking after the general administration of the SIG
- Responding to enquiries coming in through the SIG website and forwarding to the responsible committee member or local event organiser
- Preparing and sending out the agenda for the Committee meetings
- Taking minutes at committee meetings and distributing them to the committee afterwards
- Investigating innovative opportunities to attract new members

An ideal candidate would have:

- Excellent organisation and communication skills
- Detail-oriented
- Experience with minute-taking
- The willingness to attend online committee meetings, stay in regular contact with the Committee (via Slack and email), and attend IATEFL BESIG and IATEFL conferences and events

The successful candidate will be appointed for a three-year term. *Note that the period leading up to the annual conference will involve an increased workload producing the conference programme*