



IATEFL

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## We welcome nominations for a position on IATEFL's Board of Trustees: **Chair of the Digital Committee**

### **Would you like to make a difference in the English language teaching profession and help shape the future of IATEFL?**

Being an IATEFL trustee gives you opportunity to help shape the association's future, to drive change, to support English language teachers around the world, and to make a difference. It is also a wonderful way to build your profile and professional network within the English language teaching profession, working as part of a team in collaboration with seven other trustees, and supported by IATEFL's Head Office team.

The successful candidates will be appointed from the Annual General Meeting in April 2024. The role is for three years, with the possibility to extend this for a second three year period.

### **The role of an IATEFL trustee in context**

IATEFL is a registered charity and company limited by guarantee, with a subsidiary trading company, IATEFL Trading Ltd. The successful candidates are appointed as trustees of the charity, and are also appointed as directors of the trading company. They are responsible, along with the other trustees, for the charity's sound running according to its aims and statutes.

The post of a trustee is active, exciting and full of possibilities. After learning the ropes, there is plenty of scope to contribute in achieving IATEFL's strategic plans by bringing your own experience, strengths and insights. As such being an IATEFL trustee is regarded by many as an internationally recognised and respected position to hold in the world of English language teaching.

The role is strategic, and whilst it is important that they maintain an up-to-date overview of the Association, the operational work of IATEFL is carried out by the Head Office team, led by the Chief Executive. The Association's strategy is identified in the IATEFL Development Strategy, which is determined by the Board of Trustees collectively, and reported on at the Annual General Meeting.

This is a volunteer role and, in line with UK charity law, trustees receive no remuneration. Expenses for travel, accommodation and subsistence are covered by IATEFL in line with its current policy.

### **Eligibility**

Trustees of the Association must hold a fully paid up, current individual subscription to IATEFL. This includes individual members, students, retired, early career teachers and basic members. Any member who has been a trustee may not be reappointed to another trustee role until a minimum of one year has elapsed.

### **Experience**

Experience of working within IATEFL and/or another teaching association, membership association, charity or volunteer led organisation is beneficial.

## Time commitment

Trustees communicate regularly by email and meetings are currently held virtually, but trustees are expected to attend the annual international conference, for which travel, accommodation and living expenses are covered in line with the association's volunteer guidelines.

In general, the role normally requires an equivalent average of half a day per week, depending on the time of year and initiatives taken. It can help if applicants have active support from their institution, or are freelance practitioners with a degree of freedom and flexibility as to time and work commitments.

## Useful skills to have

- Intercultural competence, vision and diplomacy.
- The ability to manage a committee, as well as work collaboratively as part of a team.
- Strategic thinking and planning skills to assist IATEFL in meeting its strategic goals.
- The ability to understand issues from different perspectives and to be objective.
- The ability to understand basic aspects of budgets.
- To respond quickly and manage unexpected problems and challenges effectively.

## The next step...

Firstly, please read the specific role description. We also recommend that you speak to the current trustee in this role in order to ask any questions you may have and get a clearer understanding of the role.

Shaun Wilden [digitalchair@iatefl.org](mailto:digitalchair@iatefl.org)

Secondly, you need to complete and submit the nomination form, having first identified two other current members to nominate and second your application.

## Your nomination form should be returned to:

Jon Burton, Chief Executive, [jon@iatefl.org](mailto:jon@iatefl.org) or via post to IATEFL, 2-3 The Foundry, Seager Road, Faversham, Kent ME13 7FD, UK.

Nominations close on **Tuesday 19 December at 4pm UK time.**

*Please see next page for further information about the role of the Chair of the IATEFL Digital Committee.*

# Role description: Digital Chair

Help set and implement a short and medium-term electronic strategy for the charity, combining a variety of elements including:

## Managing and developing the IATEFL live online brand

IATEFL Live encompasses the livestream aspects of IATEFL, and primarily comprises of:

- Approx. 2 livestreams per month throughout the calendar year. These monthly livestreams take 2 formats – one highlighting key information about events withing the association requiring collaboration with Head Office. The second is the live show which brings together various different strands of the association and requires coordination with both Membership Committee, and the Voice Editor.
- Coordinating with Head Office how content from the main IATEFL conference is to be streamed.

## Coordinating and developing IATEFL's online CPD offering

- The current offering that needs managing includes an online event taking place each Autumn (IATEFL Themes), One-off event paid webinars and training sessions, utilising the IATEFL Moodle for asynchronous CPD offerings.
- Working with head office and trustees to grow IATEFL portfolio of online CPD opportunities.

## IATEFL's social media presence

- An ongoing initiative to engage more fully with online groups via social media using a variety of platforms and tools including: Twitter, Facebook, YouTube, Flickr and LinkedIn.

## IATEFL promotional videos

- Making short videos promoting aspects of IATEFL's work that are published via IATEFL's social media channels in collaboration with Head office.

## Assisting and advising IATEFL Head office on aspects requiring digital input

- Such areas may include but are not limited to website development, platform use and adoption, IATEFL digital policies, IATEFL digital strategy.

## General trustee role and annual conference

- Attend board of trustee meetings, the annual conference and AGM, where you are expected to submit a report on the committee's activities and play a full part in the thinking and decision-making process on issues affecting the Association.

Given the nature of the role, the IATEFL Digital Chair requires:

- The ability to coordinate and oversee the execution of digital projects within the committee.
- Familiarity with a variety of digital resources, software, and applications commonly used in education.
- Knowledge of current trends in educational technology.
- Experience with digital learning platforms, online courses, virtual classrooms, and micro-learning tools.
- Familiarity of video and audio editing tools both on and offline is strongly recommended.