



IATEFL

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## We welcome nominations for the next Vice President (then President) of IATEFL

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

Being IATEFL Vice President, then President, gives you the 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 post of Vice President/President 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. The role 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 to 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.

Day-to-day issues are discussed collectively by email or in virtual meetings, thus cutting down considerably on the need to travel to face-to-face meetings. This work normally requires an equivalent average of one 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.

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

You 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 advised for this senior role.

## Useful skills to have

- Intercultural competence, vision and diplomacy.
- The ability to manage a team, and to 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.

## Length and stages of term

- **Stage 1:** April 2024 to April 2025 as in-coming Vice President
- **Stage 2:** April 2025 to April 2027 as President
- **Stage 3:** April 2027 to April 2028 as out-going Vice President

The first part is intended as an apprenticeship period in which the Vice President learns more about the running of the Association. On becoming President they will then have the support of the former President, who becomes Vice President.

## Principal Functions

IATEFL is a registered charity and company limited by guarantee, with a subsidiary trading company, IATEFL Trading Ltd. The VP/P is appointed as a trustee of the charity, and is also appointed as a director of the trading company. The VP/P is responsible, along with the other Trustees, for the charity's sound running according to its aims and statutes.

### Member / Chair of the Board of Trustees

The VP/P is a member of the Board of Trustees. Trustees have joint responsibility for the charity's sound running according to its aims and statutes. All Trustees must:

- Ensure that the aims of IATEFL are carried out;
- Ensure appropriate procedures are established and followed, and that committees run effectively
- Assume legal responsibility for bank accounts, the Association's premises, and any other such matters with regard to ownership or hiring of property or facilities;
- Become a director of IATEFL's trading company;
- Assume responsibility as an employer of the salaried staff of the Association, and of being concerned with their conditions of service (including pay) and the recruitment and appraisal of the Chief Executive and Deputy Chief Executive;
- Attend Board of Trustee meetings and play a full part in Board of Trustees decisions;
- Liaise regularly and support the Chief Executive and Deputy Chief Executive where required.

Only those who meet UK legal requirements to stand as a Trustee / Director can be appointed. A declaration must have been submitted on application.

### Executive Committee Responsibilities

In addition to the role of a trustee, the Vice President / President acts as chair of the Publications Committee (PubsCom) from when they are elected through until the end of their first year as President in April 2026, and as a member of the Conference Committee (ConfCom) from that point until the end of their term as out-going Vice President.

### Representative of IATEFL

The VP/P can be expected to be consulted and involved in a range of matters relating to the different aspects of the Association's work and may be asked to represent IATEFL at various events and meetings. Some of these will include:

- As President, to Chair the Annual General Meeting (AGM).
- Attend the International Annual Conference and help in its smooth running and act as a figurehead role throughout.
- Represent IATEFL at public events, meetings or conferences from time to time and as appropriate.
- Represent the Board of Trustees at IATEFL Advisory Council meetings as and when required.

### The next step...

If you are interested in applying for this exciting role, and you are a current individual member of the association, you need to complete and submit the nomination form, having first identified two other current members to nominate and second your application. You are also required to have spoken to [a current member of the Board of Trustees](#), providing you with a chance to ask any questions you may have and get a clearer understanding of the role.

Nominations close on **Tuesday 19 December 2023 at 4pm UK time.**