



International Association of Teachers of English as a Foreign Language
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

Call for Scholarship Committee Member

Introduction

Each year IATEFL offers a range of conference scholarships to enable teachers, trainers and other English language teaching professionals the opportunity to attend the IATEFL Annual Conference in the UK. These scholarships are offered by IATEFL, by a range of IATEFL Special Interest Groups, and by a wide range of other scholarship sponsors: institutions, companies, groups and individuals.

IATEFL scholarships offer unique opportunities for English language teaching professionals who might otherwise never have the opportunity to experience, and possibly present at, a large scale international professional conference. It has also proven to be a key route for many who have gone on to volunteer for IATEFL, have articles published, become well-known speakers, create their own regional or national teaching association, or perhaps lead IATEFL as a key volunteer or even President.

This volunteer role is very rewarding and has a direct impact on the lives and opportunities of such individuals.

The Scholarship Committee

The Scholarship Committee consists of a member of Head Office staff, the Conference Planning Officer, and up to five volunteers, including the Chair. The Scholarship Committee holds at least two meetings a year; one in October and one in April. The primary goal of this Committee is to manage and support all aspects of the IATEFL Scholarship scheme.

Scholarship Committee Member

Committee members are normally appointed for a three year term. Positions are renewable for a further three years, subject to the performance of the committee member over the first term.

If you haven't served on a committee before, don't worry as this is a supportive community to be a part of.

Members of the Scholarship Committee are responsible for:

- Promoting the IATEFL Scholarship scheme through a range of channels.
- Actively seeking out new sponsors and supporting them in designing their scholarships.
- Reading for scholarships and supporting new readers in the reading processes and procedures.
- Providing help, advice and support to scholarship winners in planning their attendance of the conference.
- Working directly with sponsors and Head Office to ensure the smooth running of the Scholarship scheme, from securing text approval from sponsors to greeting winners at Conference.

The candidate

- Will be an individual or institutional IATEFL member.
- Will preferably have had experience of scholarship schemes in some capacity, be that a past winner, sponsor or have worked with a similar scholarship scheme elsewhere.
- Has, or is keen to develop, contacts with potential scholarship sponsors.
- Is interested in helping to support and provide opportunities for English language teaching professionals that they might not otherwise benefit from.

Commitment

The bulk of this role takes place in the months of June and July where the Scholarship Committee read scholarship applications and select the winners.

You will need to be available for the activities outlined below.

April	2 hour meeting, either online or at the IATEFL conference If present at the conference, committee members assist at the Scholarship Winners' Gathering and are present at the IATEFL stand in one break or lunch to promote scholarships.
June-July	Reading scholarship applications and helping with the selection of scholarship winners.
October	2 hour online meeting
Ad-Hoc	Tasks such as reading the sponsor and winner handbooks when they need amending or updating.

Conditions

- This is a volunteer role, however IATEFL covers transport, accommodation and living expenses in line with the association's expenses policy.
- You must abide by [IATEFL's Privacy Policy](#) when receiving and handling member data for the purposes of the role.
- You must notify IATEFL of any potential conflicts of interest which might impact on this role.

To apply

If you are interested in applying for the position, [please complete our online application form](#).

Applications should be submitted by the 16.00 (UK time) on Friday 26 April.

Should you require any further information about this role, please contact the IATEFL Conference Planning Officer, Laura Creed, via email on laura@iatefl.org and she will be happy to assist.