Volunteer role description

Conference Events Coordinator

In this exciting and varied role, you can apply your teamwork and project management skills for maximum impact to play a major role in the face-to-face events held by the SIG. The successful candidate will join the committee in April 2024 with the term lasting till April 2027.

Responsibilities of the role include:

General

- Being a member of the IATEFL BESIG Committee, attending committee meetings and contributing to decisions concerning the SIG
- Working with the coordinator(s) and other teams and volunteers (eg social media, publications, finance and scholarships)
- Sourcing and contracting annual IATEFL BESIG sponsors
- Liaising with the Publications Coordinator regarding advertising from sponsors
- Presenting at the Open Forum at the IATEFL BESIG Annual Conference or the IATEFL Annual Conference
- Attending IATEFL BESIG online and face-to-face events where possible

Events

- Choosing and working closely with local organiser(s) to plan, set up and run events
- Contacting exhibitors and sponsors for events and designing sponsorship packages
- Putting out a call for papers and selecting speakers together with the Coordinator(s)
- Advertising and marketing ideas and events
- Setting up the timetable/schedule/conference programme for events with the Coordinator(s)
- Creating a registration form and deciding pricing for the event together with the Coordinator(s) and HO
- Working with the IATEFL BESIG Treasurer or Coordinator(s) on the budget for the event for submission to IATEFL HO for approval
- Creating feedback forms for the event
- Collecting photos, bios and abstracts for speakers
- Collecting logos and advertising copy from sponsors
- Helping the local organiser(s) to get information regarding accommodation, travel and restaurants for events
- Supporting the IATEFL BESIG Coordinator(s) in planning the SIG’s contribution to the IATEFL Annual Conference, including Pre-Conference Events, Showcase Days and Open Forums

An ideal candidate will have:

- Excellent organisation skills
- Previous experience of organising events preferred
- An ability to work in varying teams
- Good computer skills and a reliable internet connection
- Knowledge of technology including spreadsheet programs and collaborative tools such as Google docs.

Note that the period leading up to an event can involve an increased workload. The successful candidate, who will become part of the committee and will have voting rights, will be appointed for a three-year term. Attendance will be required at committee meetings.