



## Share your professional skills and learn new ones! Apply to join IATEFL's Conference Committee

*"A great way to gain experience in organising events and help plan the IATEFL International Conference, one of the most important global annual conferences for English language teaching professionals."*



**We currently have an exciting opportunity for two people to join the IATEFL Conference Committee.** The Conference Committee is one of the IATEFL Executive Committees, and works to ensure the success of the IATEFL Annual Conference and Exhibition. It is formed of three or four volunteer IATEFL members, who each take responsibility for different tasks during the planning and running of the conference. The committee is chaired by an IATEFL trustee.

Whilst relevant members of IATEFL Head Office, who are also on the committee, deal with all administrative processes in organising and running the event, you will have the opportunity to contribute in the following ways:

- Contributing to the on-going direction, relevance and success of the IATEFL International Conference.
- Helping determine session formats and guidelines for speakers in collaboration with the Conference Programmer and Conference Programme Coordinator.
- Designing and organising an interesting and varied evening social programme.
- Overseeing the smooth running of different sessions during the conference where necessary and being available to moderate sessions at short notice.
- Collaborating with HO staff to evaluate and analyse feedback from delegates and exhibitors to make improvements wherever possible.
- Identifying potential plenary speakers, themes and innovations for future conferences and ensuring these represent gender balance and geographical spread.

### As a volunteer on the Conference Committee

- Your attendance at the IATEFL annual conference will be necessary. Transport, accommodation and living expenses for this will be supported by IATEFL in line with the association's expenses policy. You will not be required to pay the conference registration fee.
- You will be expected to attend three online committee meetings per year (on Zoom), as well as emails and calls which might be required for the role.
- 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.

## What can you expect to get out of this volunteering opportunity?

- The chance to support the professional development of English language teachers worldwide.
- An opportunity to contribute significantly to the profession by co-organising one of the biggest conferences in the field.
- The possibility of supporting a thriving professional learning community by sharing your unique skills and knowledge.
- The prospect of working with a very international and diverse workforce that will nurture your skills and talents.

## Profile of a Confcom member

**An ideal candidate for this role would be able to demonstrate the following:**

- must be a current individual member of IATEFL who has had membership with the association for one year or more;
- must be able to attend the IATEFL Conference each year;
- considerable experience in ELT in any sector or with any of the stakeholders;
- knowledge of current and emerging approaches, themes and issues in ELT;
- experience in organising face-to-face and / or virtual conferences, preferably of an international scale;
- willingness to work as part of a team, and communicate with other members of the committee in a timely manner;
- advocacy and presentation skills;
- ability to draft documents; attention to detail;
- adaptability and flexibility; problem-solving and time management skills;
- a positive attitude, ability to be flexible, and strong interpersonal skills.

### Desirable

- has previously attended an IATEFL Annual Conference;
- experience of working on a committee of an ELT teacher association;
- experience of speaking at a major national or international ELT conference;
- patience and a good sense of humour;
- experience of running meetings;
- edTech skills;
- negotiating skills;
- creativity;
- research skills.

## How to apply

Should you wish to apply for this role, please submit a 250-word personal statement about why you feel that you are the right person for this role along with a one-page CV outlining relevant qualifications and experience. Please quote your IATEFL membership number, or the email address you use for your IATEFL membership, in your application.

**All applications and CV's should be sent to the Chief Executive, Jon Burton at: [jon@iatefl.org](mailto:jon@iatefl.org) by the closing deadline of 12.00 midday UK time on Thursday 18 July 2024.**

Applications will be read blind by the Conference Committee Chair and other members of the Conference Committee, and will be assessed against the criteria set in the profile above.

Should you require any further information about this position, please contact the Chief Executive, Jon Burton via email: [jon@iatefl.org](mailto:jon@iatefl.org).