



IATEFL

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Call for volunteer: IATEFL Digital Committee member

About the Digital Committee

The Digital Committee (DigiCom) is one of the IATEFL Executive Committees, entrusted with overseeing all aspects of IATEFL's digital presence, webinars, online coverage of the IATEFL Conference and the use of social media at a strategic level. The Committee is also exploring ways in which IATEFL can further enhance continuous professional development (CPD) provision through online means and is particularly looking for volunteers with that experience, with part of our aim being to use our existing online platforms to develop online CPD over the coming years.

The aim of the Committee is to cultivate, maintain and help implement an association-wide digital strategy, in line with the goals set by the Board of Trustees, in order to support and develop IATEFL members and the online profile of IATEFL. It is currently formed of three volunteer IATEFL members along with a representative from Head Office, and is coordinated by the Digital Committee Chair, who is on the IATEFL Board of Trustees.

The remit of the Digital Committee includes:

Strategic input

DigiCom provides input into the developing strategy of IATEFL. This includes advice and suggestions for online professional development, the practicalities of adopting an online CPD approach and the development of proposed schemes.

Hosting online webinars and the online conference

These developments have proven to be a significant contribution to the wider membership who are not able to attend the main conference or SIG events, and are a significant enhancement of the membership package. The Committee works alongside other Executive Committees to put these events together as well as providing training and technical assistance to webinar speakers

Moderation of IATEFL Facebook group

Social media is an important channel where important aspects of IATEFL's work is clarified, and is also a key space for the ELT community to share their voice.

Digital support of the annual conference

To provide support to the main conference where required, and in particular, with the creation of online interviews during the conference.

Profile of a DigiCom member

We are currently looking for two dynamic and enthusiastic volunteers to join the committee. An ideal candidate for this role would be able to demonstrate the following:

Required

- Must be a **current individual member of IATEFL** who has had membership with the association for one year or more

- Willingness to work as part of a team, and communicate with other members of the committee in a timely manner
- Has a positive attitude, ability to be flexible, and strong interpersonal skills
- Has sufficiently good quality internet access for frequent access to email, Skype and Adobe Connect
- Must be willing to take responsibility for liaising with people both within and outside of IATEFL in order to set up and organise specific areas of responsibility

Desirable

- Experience of using digital technologies in an educational and / or commercial context.
- Experience in hosting or moderating webinars and / or being comfortable with web conferencing tools.
- Willingness to help moderate the IATEFL Facebook and / or Twitter, including weekends.
- Creative ideas and knowledge of current trends in EFL

A face-to-face committee meeting usually takes place at the IATEFL annual conference venue each year. During the rest of the year, matters are discussed via email, phone or online facilities such as Skype or Adobe Connect.

Terms of office

All positions are voluntary and only expenses will be reimbursed. Committee members are normally appointed for a three year term, with a six month 'probationary' period. Positions are renewable for a further three years, subject to the committee member submitting a new application a month before the official call is due to take place and with the agreement of the current chair and members of the committee. When appropriate, Head Office may be consulted.

Expenses will be reimbursed against receipts for actual expenditure to attend meetings in line with the following rates:

Travel

- The lower value of:
 - 1) UK 2nd class rail fare (or cheaper alternative, i.e. coach)

Or

 - 2) Mileage, should a volunteer choose to use their own car. If a volunteer is unable to catch a train to their destination or if it proves more costs effective to use their own car, mileage allowance will be paid in line with approved HMRC rates (currently 45p per mile)
- Taxi fares may also be paid where suitable public transport is not available or where several volunteers are travelling together to make it more cost effective than public transport.
- Flights up to £300 will be reimbursed (additional £ 100 discretionary with prior authorisation by the Chief Executive for longer or more expensive destinations). If it becomes obvious that the approved limits will not be sufficient in covering flight costs from the committee member's destination, this will need to be reported to the chair of the committee as soon as possible so additional funding can be considered by the Treasurer and the Board of Trustees. In any case, committee members should try to ensure that the best possible rates are obtained when booking to make sure that charity money is maximised.

Meals

- Meal allowance at the approved rates: Currently lunch - £10, dinner - £20
- No alcohol will be reimbursed and any soft drinks should be purchased within the meal allowance.

Accommodation

- Accommodation will be reimbursed if required. This will normally be one night, and is expected to be at reasonable rates. The number of nights may be flexible depending on times, flights and costs, as determined by Head Office.

How to apply

Should you wish to apply for this role, please complete and return the application form to info@iatefl.org by no later than 2pm (UK time) Sunday 15 March 2020.

Please quote your IATEFL membership number on your application form and complete all fields.

Notes

- Applications will be read blind by the Digital Committee Chair and other members of the Committee, and will be assessed against the criteria set in the profile above.
- If you require any further information about this position, please contact IATEFL at info@iatefl.org or telephone +44 (0)1795 591414.

Privacy notice

Please note that the successful candidates names and contact information will be shared with other committee members.