



IATEFL

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Call for IATEFL Publications Committee member

About the Publications Committee

The Publications Committee (PubsCom) is one of the IATEFL Executive Committees. The Committee consists of the President as chair, as well as two or three other members together with the IATEFL SIGs & Publications Officer at Head Office.

The primary goals of this committee are to:

- set and implement short and medium-term publications strategies for the association
- work with the editors of *Voices*, *Conference Selections* and Special Interest Group (SIG) publications with the aim of ensuring quality standards and IATEFL branding
- regularly review and update the IATEFL Publications Policy as required
- oversee the production of the monthly IATEFL *eBulletin*
- provide assistance with the production of Special Interest Group (SIG) publications.

IATEFL membership entitles members to a monthly *eBulletin*, our bi-monthly newsletter *Voices* six times a year and if they are eligible the *IATEFL Conference Selections* book. Those members who are also SIG members receive publications from their chosen SIG(s) throughout the year as well as updates, conference reports, emails or a letter from the Coordinator. These publications form a substantial part of the benefits IATEFL members receive and are key communication and marketing methods to ensure our members feel part of a community.

Much of the business of the Publications Committee is done by email and involves liaison with the committee members, contributors to the *eBulletin*, and editors of *IATEFL Voices* and *Conference Selections* as well as IATEFL Head Office. In the normal way, the Committee meets face to face at the annual conference. Other meetings are held virtually as needed as well as communicating via email.

The remit of the Publications Committee includes:

IATEFL *eBulletin*

The Publications Committee is responsible for sourcing the content from Head Office, the SIGs and the Executive Committees within the Association about all things IATEFL, as well as editing and final proof reading of the 10 issues of the *eBulletin* a year. The mailing of this publication together with the upload to the IATEFL website is undertaken by the IATEFL SIGs & Publications Officer at Head Office.

Special IATEFL publications

The Publications Committee may be asked to take on a special project regarding an IATEFL publication. Depending on the goal and scope of the project, the Publications Committee may be asked to establish a budget, find sponsors, source authors and editors and set up a schedule for the project.

IATEFL and SIG publications

The committee works with the IATEFL SIGs & Publications Officer at Head Office to ensure that all publications are adhering to the IATEFL Publications Policy guidelines as well as acting as the final decision maker for editorial decisions where necessary.

Profile of a Publications Committee member

One committee member manages the *eBulletin*, and one works on the SIG publications.

We are currently looking for **one** dynamic and enthusiastic volunteer to join the committee. An ideal candidate 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, attend committee meetings 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; Zoom or Google Meet
- 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
- Note that the position requires close communication with the PubsCom chair, other committee members and IATEFL Head Office
- Be able to make decisions and work to deadlines
- Compile and edit/proofread contributions
- Well-developed editing and writing experience
- Good spelling and grammar skills
- Good computer skills, especially online editing through Google Docs and Word

Desirable

- Knowledge of UK copyright law
- Knowledge of Adobe products
- Publishing experience
- Creative ideas and knowledge of current trends in EFL.

Terms of office

The position is voluntary and only expenses will be reimbursed in line with the Associations' policy. 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.

Deadline for application: 29th July 2025

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 Personal ID number, or the email address you use for your IATEFL membership, in your application as you have to be a current IATEFL member to apply.**

All applications and CV's should be sent with the subject line: Publications Committee Application | to the IATEFL Membership Team (contact details below).

Applications will be read blind and will be assessed against the criteria set in the profile above. Should you require any further information about this position, please contact the the IATEFL Membership and Publications Officer, Ewa Minkowska via email: membership@iatefl.org or telephone +44 (0)1795 591414.