



IATEFL

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We welcome nominations for the next Treasurer of IATEFL

Would you like to make a difference in the English language teaching profession and help shape the future of IATEFL?

Being IATEFL Treasurer gives you the opportunity to help shape the association's future, to drive change, to support English language teachers around the world, and to make a difference. It is also a wonderful way to build your profile and professional network within the English language teaching profession, working as part of a team in collaboration with seven other trustees, and supported by IATEFL's Head Office team.

The post of Treasurer, as a member of the IATEFL Board of Trustees, is active, exciting and full of possibilities. After learning the ropes, there is plenty of scope to contribute in achieving IATEFL's strategic plans by bringing your own experience, strengths and insights. The role is regarded by many as an internationally recognised and respected position to hold in the world of English language teaching.

The Treasurer role has both strategic and operational strands to it. The Association's strategy is identified in the IATEFL Current Strategy and Development Plan, which is determined by the Board of Trustees collectively, and reported on at the annual Annual General Meeting. The Treasurer is responsible for advising the Board of Trustees on the Association's finances and the financial implications of strategic decisions they make, but is not responsible for maintaining the day to day financial books and records. The operational day to day work of IATEFL is carried out by the Head Office team, but it is important that the Treasurer maintains a close relationship with the finance team to ensure that they remain informed and can assist in the responsible management of the charity's resources.

Day-to-day trustee issues are discussed collectively by email, private online chat, or in virtual meetings, thus cutting down considerably on the need to travel to face-to-face meetings. This work normally requires an equivalent average of half a day per week, depending on the time of year and initiatives taken. It can help if applicants have active support from their institution, or are freelance practitioners with a degree of freedom and flexibility as to time and work commitments.

This is a volunteer role and, in line with UK charity law, trustees receive no remuneration. Expenses for travel, accommodation and subsistence are covered by IATEFL in line with its current policy.

IATEFL is a registered charity and company limited by guarantee, with a subsidiary trading company, IATEFL Trading Ltd. The Treasurer is appointed as a trustee of the charity, IATEFL, and is also appointed as a director of the trading company. The Treasurer is responsible, along with the other Trustees, for the charity's sound running according to its aims and statutes.

Eligibility

You must hold a fully paid up, current individual subscription to IATEFL. This includes individual members, students, retired, early career teachers and associate individual members. Any member who has been a trustee may not be reappointed to another trustee role until a minimum of one year has elapsed.

Length of term

The elected Treasurer will serve for an initial three year term. This may be extended for a further three year term, subject to the candidate submitting a statement of achievements and intent to their fellow trustees before the end of their term, and receiving the agreement of their fellow trustees.

Experience

Experience of working within IATEFL and/or another teaching association, membership association, charity or volunteer-led organisation, particularly in a financial and/or coordinating position, is strongly advised for this senior role.

Useful skills and knowledge to have

- You should have knowledge of IATEFL, its structure, objectives and key relationships. This may have been gained through previously volunteering for IATEFL in a different context.
- Experience in a role where you have taken responsibility for financial management and budgeting is desirable.
- Knowledge or experience of financial practices relevant to not for profit organisations may be beneficial.
- You should have a good understanding of the English Language Teaching profession in its different contexts.
- Strong interpersonal skills and the ability to communicate clearly.
- Good financial analysis skills, the ability to understand budgets and identify trends, and to take decisions in the best interests of the association based on such information.
- A familiarity with using and understanding basic spreadsheets.

Principal Functions

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Member of the Board of Trustees

The Treasurer is a member of the Board of Trustees. Trustees have joint responsibility for the charity's sound running according to its aims and statutes. All Trustees must:

- Ensure that the aims of IATEFL are carried out;
- Ensure appropriate procedures are established and followed, and that committees run effectively;
- Assume legal responsibility for bank accounts, the association's premises, and any other such matters with regard to ownership or hiring of property or facilities;
- Become a director of IATEFL's trading company;
- Assume responsibility as an employer of the salaried staff of the association, and of being concerned with their conditions of service (including pay) and the recruitment and appraisal of the Chief Executive and Deputy Chief Executive;
- Attend 2-day Board of Trustee meetings and short catch-up meetings, currently held online, and play a full part in Board of Trustees decisions;
- Prepare an update report for Trustee meetings;
- Liaise regularly and support the Chief Executive and Deputy Chief Executive where required.

Only those who meet UK legal requirements to stand as a Trustee / Director can be appointed. A declaration must have been submitted on application.

Treasurer Specific Responsibilities

In addition to this, the Treasurer has specific responsibilities:

- Liaise with relevant Head Office staff about financial matters to ensure you have sufficient knowledge to advise fellow trustees on the financial implications and viability of their strategic and operational plans.
- Remind fellow trustees of their financial obligations and take a lead in interpreting financial data to them, including the association's general, conference and SIG budgets.
- Oversee the compilation, presentation and authorisation of the association's various budgets.
- Provide hand-on support to SIGs as they draw up their budgets, as well as monitoring outcomes compared to budgets.
- Verify and authorise SIG budgets in concert with the SIG Representative and Head Office staff.
- Have an understanding of the financial systems, accounting records and controls in place, and ensure these are suitable for IATEFL.
- Ensure that funds are invested appropriately, and advise on the process for managing investments and the reserves policy.
- Ensure spending is in line with the charity's objectives, including advising on expenses that may be claimed, procedures for claiming them, and limits.
- Make recommendations about pricing strategies for services.
- Ensure IATEFL makes pension provisions for Head Office staff in line with the legal requirements and make recommendations to other trustees about salary increases or adjustments to salary grading.
- Manage the selection of auditors, review the services they offer IATEFL and recommend their appointment at the AGM.
- Present the audited accounts at the AGM and ensure members have a basic understanding of the annual accounts and the budget for the current year.
- Attend the International Annual Conference and help in its smooth running
- Represent IATEFL at public events, meetings or conferences from time to time and as appropriate.

Trustee responsibilities

A good Trustee:

1. Acts in accordance with the IATEFL Code of Governance.
2. Pursues the Association's objectives or purposes, as set out in the governing documents.
3. Uses the Association's assets exclusively to pursue those aims.
4. Acts in the interests of its beneficiaries.
5. Acts as part of a team of trustees, with decision-making based on collective responsibility and consensus forming.
6. Takes an active role in the charity.
7. Avoids conflict with personal interests.
8. Does not profit from the role unless it has been authorised.

Induction and support

IATEFL has developed a detailed online 'Trustee Hub' providing new trustees with information and guidance on their role, and also as a resource for current trustees throughout their term of office. Induction support, as well as on-going guidance throughout your term of office, is also provided by the Chief Executive and Deputy Chief Executive. IATEFL also always aims to provide a handover from the previous person in the role.

The next step...

If you are interested in applying for this exciting role, and you are a current individual member of the association, you need to complete and submit the nomination form, having first identified two other current members to nominate and second your application.

Important: You are also required to have spoken to [a current member of the Board of Trustees](#), preferably the current Treasurer, providing you with a chance to ask any questions you may have and get a clearer understanding of the role.

If there is more than one candidate

If IATEFL receives more than one valid nomination for this role, then there will be an election. **Each candidate entering the election will be asked to record a short video**, maximum 2 minutes, introducing yourself and your reasons for standing, for members to get to know each candidate a little better. This video will be shared with IATEFL members as part of the election process.

The election will run for approximately two weeks, after which the nominees, and then association members, will be informed of the result and the successful candidate.

Nominations close **on Tuesday 26 November 2025 at 14.00 UK time**