



## **IATEFL Associates' Handbook**

# **International Association of Teachers of English as a Foreign Language**

*Linking, developing and supporting English Language Teaching professionals worldwide*

IATEFL

2-3 The Foundry, Seager Road, Faversham, ME13 7FD, UK

Website: [www.iatefl.org](http://www.iatefl.org)

Email: [membership@iatefl.org](mailto:membership@iatefl.org)

Phone: +44 (0)1795 591 414

Fax: +44 (0)1795 538 951

*Registered as a Company in England and Wales 2531041 Registered as a Charity 1090853*

## Contents

<b>Title</b>	<b>Page</b>
1. Introduction to the Associates'	3
2. Aims of the IATEFL Associates' scheme	4
3. Conditions and procedures to become an IATEFL Associate	4
4. Areas of co-operation	5
5. Wider Membership Scheme (WMS)	7
6. IATEFL Special Interest Groups (SIGs)	7
7. IATEFL Staff, Volunteers and Associates' (SVA) Networking Evening and Associates' Day at IATEFL Annual Conference	8
8. IATEFL Associates' eBulletin & Voices	9
9. IATEFL Projects	9
10. Communication between IATEFL and Associates'	9
11. Frequently asked questions	10

## 1. Introduction to the Associates

Lou McLaughlin, IATEFL Associates Representative & Trustee

If you are reading this handbook, the chances are that you are either thinking of becoming an IATEFL Associate, have recently completed the procedure and are newly associated, or are just dipping into the content to find out about a procedural matter. On all counts I would like to extend a warm welcome to your Teachers' Association (TA) and to outline the principle ways in which I feel you might benefit through the relationship with IATEFL. Please do feel you can approach me at any time with questions and suggestions.

Being an IATEFL Associate helps a TA to link up with many other similar organisations operating in different areas of the world. I am proud to say that IATEFL's Associate network covers a diverse range of countries and regions, and is constantly expanding and evolving. Although we are all working in different settings, there are also many similarities in the kinds of problems we face – it is such a great help having the opportunity to discuss important issues relating to the daily running of a TA with like-minded colleagues.

My role is to make sure that all TAs are able to utilise their Associate status with IATEFL and to liaise with each other on issues of joint interest. The primary ways in which we communicate with each other is through email, the IATEFL Associates eBulletin, the IATEFL Associates twitter account (@IATEFLAssociate), and at the Associates' day at the IATEFL annual conference each year.

You can find more information on all of these in this handbook. Additionally, we are constantly developing information and services that we hope will help TAs in very practical ways. We are always on the lookout for new suggestions, so please do let us know if you have a particular need in your TA.

It is IATEFL's priority to widen membership as much as possible globally and to see as many TAs in different countries represented among the voices of our Associates. For that reason, this handbook provides guidelines on how IATEFL and local TAs might collaborate. However, it should be noted that these are guidelines only, and each individual TA can always contact me to negotiate their individual status, particularly in the case of new or fledgling TAs who are in the process of setting up.

Once you have read the handbook, if you are interested in becoming an associate of IATEFL, you simply need to complete and sign the IATEFL Associate Agreement and questionnaire and send it to the IATEFL Head Office in Faversham, UK.

I look forward to welcoming you on board!

Lou McLaughlin

**IATEFL Associates' Representative**

[associaterep@iatefl.org](mailto:associaterep@iatefl.org)

## **2. Aims of the IATEFL Associates' scheme**

### *2.1 On behalf of IATEFL*

IATEFL's mission is *linking, developing and supporting English Language Teaching professionals worldwide.*

To achieve this, it is committed to:

- Linking ELT professionals
- Developing an international community of professional interests
- Supporting ELT activities at a regional, national and international level
- Widening access to IATEFL's network and resources to colleagues globally, with particular emphasis on those facing financial hardship

In order to realise its mission, it is in the interest of IATEFL to create and maintain contacts with language teaching associations around the world and to co-operate with them as IATEFL Associates, within the limits of the resources available to IATEFL.

### *2.2 On behalf of the Associate organisation*

The Associate organisation believes that, in the interest of fulfilling its own mission, it should be an Associate of IATEFL in order to benefit from, and contribute towards, IATEFL's international community of professional contacts, and so develop and maintain contact with like-minded teachers' associations around the world.

## **3. Conditions and procedures to become an IATEFL Associate**

### *3.1 The definition of an IATEFL Associate*

An IATEFL Associate is a professional organization association of teachers of English (not an individual person) which has signed an Associate Agreement with IATEFL.

An IATEFL Associate is a membership organisation.

### *3.2 Criteria for becoming an IATEFL Associate*

The aims and ethos of the association wishing to become an IATEFL Associate should, where possible, be in keeping with those of IATEFL, as expressed in the IATEFL mission (2.1 and 2.2). It is hoped that all IATEFL Associates operate in a democratic way and have a rotational Executive Board and regular meetings where members are able to express their opinions on the running of the organization. It is also hoped that policies and procedures be available to those members for comment.

IATEFL does not direct potential Associates to ensure a minimum number of members. However, it does advise that the number of members enables the potential IATEFL Associate to function effectively and to have an open and transparent election with a rotational board as stated above. In the case of fledgling organizations, it is recognised that this may take slightly longer to achieve.

### 3.3 Use of the IATEFL name and logo by the Associates'

It is not permitted for the Association to use the IATEFL name before or after the name of their country. *E.g. IATEFL Scotland.*

It is not permitted for the Association to use the IATEFL logo in the design of the logo for their Association, as the IATEFL logo is a UK registered trademark.

Any IATEFL Associate can use the words NAME OF ASSOCIATION followed by *IATEFL Associate* or the IATEFL Associates' logo (email [membership@iatefl.org](mailto:membership@iatefl.org) for the logo to be sent to you).

IATEFL reserves the right to withdraw the use of the IATEFL name and IATEFL Associate logo at any time.

### 3.4 Procedures for becoming an IATEFL Associate

Initially, IATEFL and the potential Associate will need to exchange information and discuss the appropriateness and practicality of co-operating with each other.

IATEFL will ask the potential Associate to fill out a simple questionnaire and Associate Agreement, which will contain basic information about that Association, its members and practices. IATEFL also strongly encourages the potential Associate to carefully consider the mission and vision of IATEFL to ensure that fundamental values and approaches are shared.

If it is considered appropriate and practical by both parties, the Associate Agreement will be signed.

The Associate Agreement will be renewable every three years by the respective associations in accordance with the criteria of the scheme and IATEFL will contact the Associate, via email, when the agreement is due to expire. The Associate is required to complete the questionnaire and agreement again to be consideration for renewal.

## 4. Areas of co-operation

### 4.1 Associate Agreement: areas of co-operation

	<b>IATEFL</b>	<b>Associate</b>
1. Newsletter exchange	Sends the Associate one copy of each issue of its magazine, <i>IATEFL Voices</i> – either via email or post as outlined in the Associate Agreement.	Sends IATEFL one copy of each issue of its newsletter – via email or post ( <a href="mailto:membership@iatefl.org">membership@iatefl.org</a> or postal address on page 1).
2. Events and publicity	Sends the Associate a copy of <i>IATEFL Voices</i> and the IATEFL eBulletin so that the Associate can list its events in the Associate's newsletter.	Sends listings of its events for inclusion in the IATEFL magazine <i>IATEFL Voices</i> and on the IATEFL website to <a href="mailto:membership@iatefl.org">membership@iatefl.org</a>

	Publicises the Associate's events on the IATEFL website, in the IATEFL Associates eBulletin and in <i>IATEFL Voices</i> .	Sends listings of its events for inclusion in the IATEFL Associates' eBulletin to <a href="mailto:associaterep@iatefl.org">associaterep@iatefl.org</a> Publicises IATEFL events in its newsletter.
3. Information exchange	Publicises the Associate's membership and events at IATEFL events, with printed information available at the Associates' stand where possible, and at Associates' day at the annual conference. Keeps the Associate up-to-date with changes to contacts	Publicises IATEFL membership and events at its own events, with printed information about IATEFL available at the registration desk or another stand and where possible, to make a short announcement using the IATEFL Powerpoint presentation. Keeps IATEFL up-to-date with changes to the IATEFL key contact for the Associate, including current email address.

#### 4.2 Recruitment of membership

There are 9 membership types;

Individual
Individual - Student
Individual - Retired
Early Career Teacher (ECT)
Institutional
Basic
WMS
WMIS
Associate

The procedure for collecting memberships on behalf of IATEFL is as follows:

- Collect membership form and fee for all types of membership.
- Post, email or fax the membership forms to IATEFL Head Office.
- When IATEFL has received the full payment, the membership is activated and a membership number and password are sent directly to the member, via email. The membership welcome letter and card are sent via post.

For full details of current membership rates visit [members.iatefl.org](http://members.iatefl.org)

### 4.3 Basic membership

Basic membership is a special discounted membership available to members of an IATEFL Associate only.

The IATEFL Membership Officer will send the up-to-date Basic membership form to all IATEFL Associates', via email, in August/September each year. This form can then be forwarded to the Associate's members.

The Basic membership form can be completed by the member and sent directly to IATEFL, along with payment. Alternatively, the form and payment can be collected by the Association and then sent onto IATEFL (as outlined in 4.2).

## 5. Wider Membership Scheme (WMS)

The IATEFL Wider Membership Scheme (WMS) was set up to help the international ELT community reach out to teachers in parts of the world who need additional financial support. The WMS aims to provide teachers access to professional development opportunities that may otherwise be beyond their means.

WMS members pay a reduced rate for their IATEFL Basic Membership, with the WMS fund subsidising the difference between the reduced rate and the full cost of the Basic Membership. This reduced rate is determined by the WMS Committee, based on information provided by the Associate.

One of the features of the scheme is that it is open to IATEFL Associates to contribute to the scheme, if they can afford to, rather than seek its support. All donations are used to swell the fund and make membership of IATEFL accessible to more teachers.

An invitation to bid is sent to IATEFL Associates' in January each year.

For more information visit: <https://www.iatefl.org/associates/wider-membership-scheme>

## 6. IATEFL Special Interest Group (SIGs)

IATEFL's Special Interest Groups (SIGs) play a major role in the Associations activities; organising events online and around the world as well as producing newsletters with cutting edge articles in their various specialist fields.

To find out more about SIGs or to contact them regarding potential event collaboration visit: [www.iatefl.org/special-interest-groups/sig-list](http://www.iatefl.org/special-interest-groups/sig-list)

There are 16 IATEFL SIGs;

Business English (BE)
ESOL
English for Specific Purposes (ESP)

Global Issues (GI)
Inclusive Practices & SEN (IPSEN)
Learner Autonomy (LA)
Leadership and Management (LAM)
Literature (Lit)
Learning Technologies (LT)
Materials Writing (MaW)
Pronunciation (Pron)
Research (Re)
Teacher Development (TD)
Teacher Training and Education (TTEd)
Testing, Evaluation and Assessment (TEA)
Young Learners and Teenagers (YLT)

## **7. IATEFL Staff, Volunteers and Associates' (SVA) Networking Evening and Associates' Day at IATEFL Annual Conference**

At the IATEFL Annual Conference, each Associate is invited to send one representative to the Associates' day – who is then able to attend the rest of the conference free of charge.

The Associates' day is a special day set aside for the Associates. It provides a chance for as many IATEFL Associate representatives as possible to meet and discuss important issues of interest, and to share experiences as well as good practice about how to overcome the many everyday challenges faced by teaching associations.

Each year, the Associates' Representative (currently Lou McLaughlin) asks the TAs for suggestions of what to include on the agenda and arranges a number of sessions on areas of interest. Other key members of IATEFL are invited to facilitate these sessions to ensure the widest range of perspectives. Please contact the IATEFL Associates' Representative if you have any particular ideas regarding the content of any future Associate days.

We also have a networking event the night before the Associates' day, which is a wonderful opportunity for the Associations representative to informally meet representatives of other IATEFL Associates, members of the various IATEFL Committees, the IATEFL SIG Coordinators, Head Office staff and other friends and supporters of IATEFL.

All IATEFL Associates' have the opportunity to showcase their Association at the IATEFL Associates' stand at the annual conference. Information on how to do this is sent to all Associate representatives in the run-up to the annual conference and can include flyers, newsletters, badges, pens and other marketing material. For those Associations unable to send a representative they can also showcase their Association in this way.

### *7.1 Conference exchange*

**IATEFL** provides free registration every year at the IATEFL Annual Conference for one representative of the Associate who will attend the Associates' Day and related meetings.

A Representative of IATEFL (not necessarily a speaker) should, where possible, attend an Associate's Conference at least once every three years or however often is possible.

**The Associate** offers free registration at the Associate's conference for an IATEFL Representative every year.

A Representative of the Associate (not necessarily a speaker) should attend the International IATEFL Conference at least once every three years or however often is possible.

### **8. IATEFL Associates' eBulletin & 'IATEFL Voices'**

The IATEFL Associates' eBulletin provides information for all Associates on forthcoming events, both around the world and online. In doing this, we hope to encourage collaboration between associates at a national, regional and international level. IATEFL Associates' are encouraged to send information about their forthcoming events, which can be included in the eBulletin to [associaterep@iatefl.org](mailto:associaterep@iatefl.org).

Further collaboration between the IATEFL SIGs and Associates is also something we hope to address with our eBulletin. The wealth of knowledge contained within all 16 SIGs and over 120 Associates can be shared amongst us all through conferences, webinars, training and many other avenues. We hope that the eBulletin will provide the platform to develop and strengthen these relationships.

IATEFL Associates' also have a section reserved in the bi-monthly magazine 'IATEFL Voices', to share information about their teaching association, including updates and reports about activities and events which have taken place. A call for contributions is sent out ahead of time and we encourage everyone to get involved.

### **9. IATEFL Projects**

The aim of this scheme is to offer our Associates' the opportunity to apply for small grants that will enable them to make a difference to language learning in their local context that would not be possible without this support.

This is part of IATEFL's mission to link, develop and support English language teaching professionals worldwide. It is expected that a project will reach a broad community of English language teachers and give the opportunity for less experienced teachers to take an active role. As part of the proposal it must be made clear how the outcomes will be evaluated and disseminated.

For further information about IATEFL Projects and how to apply visit:  
[members.iatefl.org/projects/](http://members.iatefl.org/projects/)

### **10. Communication between IATEFL and Associates'**

In order for communication to be effective between your Association and IATEFL there needs to be a person on your committee who is in charge of this.

The IATEFL key contact for Associates' is the IATEFL Membership Officer - Natalie Chambers, [natalie@iatefl.org](mailto:natalie@iatefl.org) / [membership@iatefl.org](mailto:membership@iatefl.org) and the IATEFL Associates' Representative – Lou McLaughlin, [associaterep@iatefl.org](mailto:associaterep@iatefl.org)

If someone else takes over from your key contact person named on the IATEFL Associate Agreement, or there is a change of address/email address, please inform the IATEFL Membership Officer as soon as possible.

## 11. Frequently asked questions

- Is an Associate organisation obliged to recruit IATEFL members?

No, it isn't, this is optional. IATEFL recognises the Associates must also invest time in recruiting their own members at a local level. However, it is hoped that each organisation can assist the other in expanding our respective membership bases.

- Can anyone buy a Special Interest Group (SIG) newsletter?

No, the SIG newsletters are not for sale and are only available to members of the SIG. Individual (including student and retired), ECT, institutional and basic) can join a SIG at an additional cost.

- Is the Associate Agreement negotiable?

Yes, to a certain extent. An Associate can negotiate additional benefits with IATEFL. If an Associate has other benefits to offer to IATEFL, it can negotiate for an exchange of benefits beyond the ones set out in this document. For example if the Associate has substantial publications of its own, IATEFL may want to negotiate an exchange of publications. Any extra provisions such as this must be included in the Associate Agreement signed by IATEFL and the Associate every three years.

- Is the IATEFL representative at an Associate's event/conference obliged to give a presentation?

No, the IATEFL representative is only expected to visit the Associate's event to maintain links and to discuss IATEFL matters. It may be that this person is able to give a presentation as well, but this is not part of the Associate Agreement. A meeting between the IATEFL representative and the Associations committee can also be arranged during the representative's visit.

- Can IATEFL help an Associate find speakers for its event/conference?

Yes, within the limits of IATEFL's resources. However, IATEFL is unable to provide funding for such speakers, or to organise funding from other sources.

- What is the relation between the Associate Agreement and the Wider Membership Scheme?

Only IATEFL Associates' are eligible to benefit from the Wider Membership Scheme (WMS). Apart from that there is no other link. The IATEFL Associate Agreement needs to be completed whether or not the Associate becomes involved with WMS.

- Is the Associations representative required to attend the Associates' Day at the annual conference?

No, but in order for the Associates' representative to attend the rest of the annual conference free of charge, they should attend Associates day. If the representative does not attend Associates' Day, they will be charged the full conference fee (or any individual days attended if not the full conference).