



Guidelines for setting up a new SIG

1 Introduction

IATEFL SIGs are for the professional development of the association's members in some specific aspect of ELT and aspire to have a global reach.

Membership of Special Interest Groups will be open to IATEFL members only.

Membership of any SIG is open to all IATEFL members.

Any member of IATEFL can propose to set up a new SIG provided that they have been a member of the association for at least a year. Anyone who wants to set up a new Special Interest Group (that is, a group concerned with a professional area of EFL/ESL for which there is no group or similar group already in existence) should first notify the SIG Representative and the IATEFL President of their wish to do so.

2 Procedure:

- a) The SIG Representative will notify the Coordinators of existing SIGs and the other Trustees
- b) The member or members wishing to set up a new group must provide a brief statement giving the title and aims of the proposed group agreeing to run the SIG in accordance with this handbook, together with the name of the proposed Coordinator or organiser
- c) If no objections are raised, by either the SIG Coordinators or the Trustees, the member named as Coordinator of the proposed group should supply evidence of fifty IATEFL members who have indicated their interest in the formation of a new SIG.
- d) The new group can then proceed to be set up. S/he should make public the proposal for setting up the group in *IATEFL Voices* and by calling a meeting, preferably at the Annual Conference
- e) If the idea of a new SIG is raised at the Annual Conference, there is one year for consultation and the SIG is formally constituted at the Annual Conference the following year
- f) A new IATEFL Special Interest Group may be set up and be based outside the UK. It would receive a start-up grant in the same way as any other new SIG. It would be administered from the main IATEFL Head Office to avoid problems arising from membership and newsletters.

3 Assistance:

IATEFL can provide help in the setting up and support of such groups in the following ways:

- by offering financial support up to the sum of £500 in the first year of a SIG, if the SIG's own funds are insufficient to meet its setting up and running costs. This should be regarded as pump priming money only
- by allowing all SIGs to have rooms in which to meet at IATEFL conferences and meetings
- by providing free publicity and information space in the IATEFL Newsletter
- by providing administrative support through the SIGs & General Administrator
- by encouraging the membership of SIGs in various ways