



Committee role job descriptions

Coordinator

The coordinator(s) is/are ultimately responsible for ensuring that the following tasks are undertaken (either personally or delegated to a committee member):

General responsibilities

- Maintain contact with the IATEFL Trustees and Head Office (HO), the SIGs & Publications Officer, the editor of *IATEFL Voices*, the SIG Representative and other SIG Coordinators, to inform them of events and activities and the general organisational and financial situation of the SIG
- Manage committee interaction
- Oversee the calendar of SIG events both online and face-to-face during the year
- Prepare two reports a year, in mid-May and mid-October and submit these to the SIG Representative and SIGs & Publications Officer
- Prepare an annual budget (and if necessary a PCE budget at the same time) and submit it to IATEFL HO each July (the IATEFL financial year runs from 1 Sept to 31 Aug)
- Prepare an annual plan and share it with the committee
- Send minutes of committee meetings (if held) to committee members, IATEFL HO and the SIG Representative
- Attend, or send a representative (normally a committee member), to the SIG Coordinators' meetings. These meetings are held at the IATEFL Head Office in Faversham, UK in June (one day) and in October (weekend meeting).
- Delegate duties – including some of those listed above and below - to other committee members and follow up with action points and status.

SIG website & webinars

- Maintain contact with the IPSEN SIG web manager to ensure that the website is kept up-to-date
- Maintain regular contact with IATEFL HO and the IPSEN SIG web manager to ensure that SIG events are effectively promoted.

Advertising, sponsorship and social media presence

- Ensure that sponsorship is obtained for IPSEN SIG events
- Oversee the social media presence of IPSEN SIG and ensure regular communication with SIG members.

Mailings to members

- Ensure that SIG members receive three mailings (including newsletters) a year
- Liaise with the newsletter editor and IATEFL HO on the production of the SIG newsletter
- Submit articles for inclusion in the monthly *IATEFL eBulletin* and for the 'Focus on the SIGs' pages in *IATEFL Voices*
- Ensure regular communication is undertaken with SIG members through IATEFL HO.

Pre-Conference Event

- Together with the committee decide on the topic of the Pre-Conference Event (PCE). Submit a budget to HO and help in the organisation of the event.
- Attend and support committee members in the delivery of the PCE to delegates.



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IATEFL Annual Conference

- Attend all five days of the Annual Conference (including PCE day) and participate in the SIG PCE, the SIG Showcase Day, the SIG Open Forum and the AGM
- Together with the committee decide on the selection of presentations to be included in the IPSEN SIG programme at the annual IATEFL conference
- Ensure that presentations are selected to be included in the SIG day
- Ensure that a SIG Open Forum takes place
- Ensure that the SIGs past and future activities are publicised, new members are recruited, active participation in the SIG Committee is encouraged and contributions for future newsletters are solicited.

Everyday work and expenses

Day-to-day committee issues are discussed collectively by email, on WhatsApp or in virtual meetings, thus cutting down considerably on the need to travel to face-to-face meetings. Administrative support is provided by IATEFL HO. Expenses for travel to meetings within the UK, as well as accommodation and subsistence costs following current guidelines, are met by IATEFL. If living outside the UK, the Coordinator should be able to attend meetings in the UK at a reasonable cost. All expenses details are available on request.

Essential skills, qualities and experience

Candidates for the role of IPSEN SIG Coordinator should have:

- leadership qualities
- an interest in inclusive practices in ELT teaching and training
- practical experience of bringing topics related to global issues into their classroom teaching
- demonstrable ability to act as a key representative at high profile events
- evidence of project management skills including meeting deadlines
- experience of engaging and communicating with geographically dispersed teams and gaining buy-in
- strategic thinking skills
- organisational ability
- good interpersonal skills
- intercultural competence
- vision and diplomacy
- a strong commitment to IATEFL
- knowledge of and past contributions to IPSEN SIG
- a minimum of two years' membership of IPSEN SIG

Further information on the role of coordinator can be found in the SIG Handbook which is on the IATEFL website: www.iatefl.org/about-iatefl/governance-and-policy-documents



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Treasurer

The SIG treasurer, in consultation with the SIG Coordinator and members of the SIG committee, is responsible for submitting to the IATEFL HO the SIG Annual budget and PCE budget and, if relevant, any other SIG event budgets throughout the year.

The templates are uploaded to the Google Drive each June and should be returned, completed, to HO by **30 July** each year. Please do not use old templates and only submit the budgets using Microsoft Excel.

The IATEFL financial year runs from 1 Sept – 31 Aug.

Responsibilities of the role include:

- collaborating with committee members, SIG Coordinator and IATEFL HO to put together the annual budget.
- submitting the budget to IATEFL HO in July for approval.
- answering questions from the IATEFL Treasurer & IATEFL SIG representative prior to the budget being approved.
- looking after and managing the SIG's finances.
- helping prepare conference and event budgets.
- consulting events coordinators on specific financial questions throughout the event process.
- following up and advising committee members / PCE speakers on the process for submitting expense claims to HO
- presenting the previous year's year-end figures to members at the Open Forum at the IATEFL Annual Conference.

An ideal candidate for the position would have:

- a strong familiarity with Excel formulas.
- familiarity with currency conversion tools.
- experience in preparing a budget and looking after finances of an organisation.
- experience in submitting invoices to customers or sponsors.
- excellent written communication skills.



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Events Coordinator

Responsibilities of the role include:

- working closely with a local organiser to set up and run events
- contacting exhibitors and sponsors for events and setting up sponsorship packages
- putting out a call for papers for events and choosing speakers as well as putting the programme together
- advertising and marketing the event
- setting up the timetable for the event
- designing the printed conference program
- deciding pricing for the event and liaising with IATEFL HO in order for it to go live on the website
- working with the local organiser on the budget for the event and submitting it to IATEFL HO for approval
- creating feedback forms for the event to send to IATEFL HO for photocopying
- helping the local organiser with getting information regarding accommodation, travel and restaurants for the event
- creating charts to visualize conference feedback
- getting all relevant information out to members
- using your industry contacts and knowledge to help decide on the themes and topics for events, and the most suitable formats

An ideal candidate for the position would have:

- excellent organisational skills
- experience with organising both physical and online events
- excellent team player skills
- be able to physically help run and attend the SIG's key events
- excellent Microsoft Word, Excel & PowerPoint skills
- experience and contacts in the ELT world



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Newsletter editor

Responsibilities of the role include:

- finding contributions (e.g. articles, book reviews, columns) to the newsletter
- following up leads for possible articles
- reminding committee members of submission deadlines
- finding advertisers and advising them regarding their requirements
- compiling and editing/proofreading the contributions
- finding / selecting photos, as needed, including cover photo
- writing the editorial for each issue
- organizing the content for each issue and emailing it to IATEFL Head Office
- liaising with the layouter and discussing layout wishes/requests/changes
- doing the final proofreading of the newsletter and authorizing it for print
- sending a list of contributors and their regular mail address to IATEFL Head Office
- sending billing information of advertisers to IATEFL Head Office
- attending meetings and staying in contact with the SIG Committee

Interested parties should:

- have access to email for discussion and planning purposes
- be able to produce two quality newsletters every year. Each newsletter should reflect the breadth of membership interest where possible
- note that the position requires close communication with the SIG coordinator and IATEFL HO
- be able to make decisions regarding the overall content
- find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
- find contributions (e.g. articles, book reviews, columns)
- follow up leads for possible articles
- remind committee members of submission deadlines
- compile and edit/proofread the contributions
- find / select photos, as needed, including cover photo
- write the editorial for each issue
- organise the content for each issue and email it to IATEFL HO for mailing to members
- liaise with the layouter and discuss layout wishes/requests/changes
- do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
- send a list of contributors and their regular email addresses to IATEFL HO
- send billing information of advertisers to IATEFL HO
- attend committee meetings and stay in contact with the SIG Committee

An ideal candidate for the position would have:

- well-developed editing and writing experience
- good spelling and grammar skills
- good computer skills and internet access
- strong interpersonal skills
- be able to work to deadlines



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Web Coordinator

Responsibilities of the role include:

- updating and maintaining the SIG website
- managing the SIG's email accounts (Google Apps)
- coordinating & moderating online events (Weekend workshops & Webinars)
- coordinating & moderating the online programme for SIG conferences (simulcasts)
- writing (or helping to write) the online relevant features in the SIG Newsletter
- dealing with queries from members concerning the SIG's online activities
- providing technical support for other committee members where necessary
- establishing ties with other SIGs to develop ideas for joint online events
- helping to shape the future of the SIG's online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

An ideal candidate for the position would have:

- experience of working with content management systems (website)
- experience of working with web conferencing tools
- experience of working with social media tools
- basic video & audio editing skills
- good Microsoft Word & PowerPoint skills
- a familiarity with trends in social media
- a keen interest in how technology is used in teaching and professional development



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Secretary

Responsibilities of the role include:

- looking after miscellaneous matters at the annual conference
- looking after the general administration of the SIG, including preparation of committee meetings, minute-taking and coordinating the information flow within the SIG
- responding to enquiries coming in through the SIG website and forwarding to the responsible committee member or local event organisers
- taking minutes at committee meetings and distributing them to the committee afterwards as well as sending them onto IATEFL HO
- looking for marketing and publicity opportunities and dealing with them proactively
- dealing with internal administrative details within the committee
- assisting the SIG to be more involved with outreach and possible sponsorship to other like-minded groups, organisations and individuals
- setting up relationships with local teaching associations / IATEFL Associates and organising joint events when possible
- organising and maintaining a scholarship scheme for conferences and other events
- exploring the possibilities of holding an event and co-organising it with a local team
- informing past scholarship recipients of upcoming SIG events

An ideal candidate for the position would have:

- excellent organisational skills
- experience with meetings, agendas, and minute-taking
- experience and contacts in the ELT world
- contacts with local teaching associations
- a flair for organising (small scale) events from exploration of suitable venues to the final product
- good intercultural skills
- a knowledge and understanding of the circumstances and conditions teachers in potential scholarship recipient regions live and work in



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Social media coordinator

Responsibilities of the role include:

- coordinating the SIG's social media (twitter, Facebook)
- processing, editing and uploading video and audio recordings for the SIG website & YouTube channel
- preparing flyers for SIG events
- preparing slides for SIG events (PowerPoint)
- dealing with queries from members concerning the SIG's online activities
- providing technical support for other committee members where necessary
- using social media to promote SIG activities
- helping to shape the future of the SIG's online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities

An ideal candidate for the position would have:

- experience of working with content management systems (website)
- experience of working with web conferencing tools
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- a keen interest in how technology is used in teaching and professional development