



IATEFL

No 2 & 3 The Foundry, Seager Road,  
Faversham, ME 13 7FD, United Kingdom

Web: [www.iatefl.org](http://www.iatefl.org) • Email: [info@iatefl.org](mailto:info@iatefl.org)

Phone: +44 (0)1795 591414

# We welcome nominations for two positions on IATEFL's board of trustees

## Company Secretary and Chair of the Membership Committee

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

Being an IATEFL trustee gives you 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 successful candidates will be appointed from the Annual General Meeting in April 2023. The role is for three years, with the possibility to extend this for a second three year period.

Nominations close on **Thursday 9 February 2023**.

### The role of an IATEFL trustee in context

IATEFL is a registered charity and company limited by guarantee, with a subsidiary trading company, IATEFL Trading Ltd. The successful candidates are appointed as trustees of the charity, and are also appointed as directors of the trading company. They are responsible, along with the other trustees, for the charity's sound running according to its aims and statutes.

The post of a trustee 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. As such being an IATEFL trustee is regarded by many as an internationally recognised and respected position to hold in the world of English language teaching.

The role is strategic, and whilst it is important that they maintain an up-to-date overview of the Association, the operational work of IATEFL is carried out by the Head Office team, led by the Chief Executive. The Association's strategy is identified in the IATEFL Development Strategy, which is determined by the Board of Trustees collectively, and reported on at the Annual General Meeting.

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.

## Eligibility

Trustees of the Association must hold a fully paid up, current individual subscription to IATEFL. This includes individual members, students, retired, early career teachers and basic members. Any trustee who has previously served for six continuous years may not be re-appointed as a trustee until a minimum of one year has elapsed.

## Time commitment

Trustees communicate regularly by email and meetings are currently held virtually, but trustees are expected to attend the annual international conference, for which travel, accommodation and living expenses are covered in line with the association's volunteer guidelines.

In general, the role 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.

## Experience

Experience of working within IATEFL and/or another teaching association, membership association, charity or volunteer led organisation is beneficial.

## Useful skills to have

- Intercultural competence, vision and diplomacy.
- The ability to manage a committee, as well as work collaboratively as part of a team.
- Strategic thinking and planning skills to assist IATEFL in meeting its strategic goals.
- The ability to understand issues from different perspectives and to be objective.
- The ability to understand basic aspects of budgets.
- To respond quickly and manage unexpected problems and challenges effectively.

## The next step...

Firstly, please read the specific role descriptions you are interested in on the next pages. We also recommend that you speak to the current trustees in these specific roles in order to ask any questions you may have and get a clearer understanding of the role.

Ros Wright, IATEFL Secretary

[ros\\_wright@hotmail.com](mailto:ros_wright@hotmail.com)

Mojca Belak, Chair of Membership Committee

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

Secondly, you need to complete and submit the nomination form, having first identified two other current members to nominate and second your application.

## Your nomination form should be returned to:

Jon Burton, Chief Executive, [jon@iatefl.org](mailto:jon@iatefl.org) or via post to IATEFL, 2-3 The Foundry, Seager Road, Faversham, Kent ME13 7FD, UK.

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## Role description: Company Secretary

In addition to the role of Trustee, the Company Secretary occupies a key link between Head Office, the Board of Trustees and the membership.

### The role of the Company Secretary is to:

- Attend three Board of Trustees meetings a year and the AGM (during the Annual IATEFL Conference), as well as other online meetings as agreed.
- Prepare agendas for Board meetings in consultation with the other Trustees and the Chief Executive;
- Take and distribute minutes of Board meetings in association with the Chief Executive and the other Trustees.
- Be available for consultation by any members at any time on matters requiring policy advice or suggestions for action.
- Be available for consultation from time to time with other Trustees (President, Vice President, Treasurer) or the (Deputy) Chief Executive to discuss matters which require action and which cannot be deferred to the next Trustee meeting.
- Carry out, together with the President, the induction and training of new Trustees.
- Prepare or update, together with other Trustees and/or the (Deputy) Chief Executive, IATEFL policy documents when necessary.
- Act as mediator in cases of unresolved miscommunication issues between Chairs and Committee Members.
- Take the lead in the event a complaint is made, as part of the IATEFL Complaint's Procedure.
- Liaise and respond on behalf of Trustees in the event the IATEFL Code of Conduct is contravened.
- Manage the annual appraisals process (Staff Development Interviews - SDIs) for the Chief and Deputy Chief Executives in January, ensuring a suitable match between the interviewers and interviewees. This may also involve carrying out the SDI for one of the above.
- Act as liaison between the Board of Trustees and the IATEFL Patron, in collaboration with the President and the Chief Executive.
- Take the opportunity to promote the Association by participating in conferences, meeting visitors, maintaining correspondence with existing and potential members and representing the Association when called upon to do so.

## Role description: Chair of Membership Committee

In addition to the role of Trustee, this person has a particular focus on monitoring, developing and enhancing membership services and benefits. They chair the Membership Committee.

### The role of the Chair of the Membership Committee is to:

- Attend Board of Trustees meetings, the annual conference and AGM, where they are expected to submit a report on the committee's activities and play a full part in the thinking and decision-making process on issues affecting the Association.
- Advise Head Office and the various committees and SIGs on membership issues as requested.
- Work together with the Associates' Representative to keep IATEFL Associate teaching associations informed about IATEFL membership to attract new members.
- Take part in the decision-making process around the allocation of funds for the Wider Membership Scheme.
- Chair the Webinar Selections Committee; contact shortlisted webinar speakers as well as unsuccessful applicants after the selection process; contact the next webinar speaker to check they are still available and connect them with the host.
- Convene and chair a minimum of three Membership Committee meetings a year, two online and one face-to-face during the Annual IATEFL Conference.
- Ensure minutes are taken, in rotation, at each Committee meeting and then sent to Head Office.
- Attend the Annual IATEFL Conference and help in its smooth running.
- Take the opportunity to promote the Association by participating in conferences, meeting visitors, maintaining correspondence with existing and potential members and representing the Association when called upon to do so.

### The role of the Membership Committee

The primary goal of this committee is to oversee all aspects of membership for IATEFL. This includes overseeing issues of recruitment and retention of members, including the range of membership types, development of the membership package and surveying members' views of the Association, informing members about activities of the association and involving them in them, as well as encouraging members to discuss issues connected with our profession.

More specifically, this includes:

- **Survey of membership:** testing the health of IATEFL by surveying the whole membership as well as targeted groups, and this way getting feedback on new ideas and initiatives.
- **Online webinars:** providing professional development to members and non-members by offering webinars on a variety of topics: inviting members to contribute to *Call for Webinar Presenters*, choosing proposals and deciding on webinar dates, covering the technical side of webinars and hosting them. The Webinar Selections Committee consists of three Membership Committee members, or two Membership Committee members and a third member, who, like readers for Scholarship Committee, is a volunteer well acquainted with how IATEFL works.
- **Views (the IATEFL Blog):** clarifying important aspects of IATEFL's work, expanding the Webinar series, and providing a key space for IATEFL members to share their voice. (The blog team consists of two Membership Committee members and a member of the Publications Committee.)
- **IATEFL's Facebook group:** running of the IATEFL Facebook group and engaging members and non-members through it.
- **Early Career Teachers:** providing post-qualification development for anyone in their first 5 years of teaching, who are also offered two-year membership for the price of one.