



**Share your professional skills and learn new ones**

**Apply to join IATEFL's Membership Committee**

**Call for  
Volunteers**

## **We currently have exciting opportunities to join the IATEFL Membership Committee.**

The Membership Committee is one of the IATEFL Executive Committees and works to ensure the popularity and success of the association through member benefits, member satisfaction, and initiatives to attract new members. It is formed of three volunteer IATEFL members, who each take responsibility for different tasks related to the remit of the Membership Committee. The Committee is chaired by an IATEFL trustee.

Whilst relevant members of IATEFL Head Office, who are also on the committee, deal with the administrative processes of membership, you will have the opportunity to contribute in the following ways:

- **IATEFL monthly webinars:** the selection and scheduling of webinars, communication with speakers, and the hosting of webinars
- **The IATEFL Facebook group:** including approving new members, posts on the group, and sharing and promoting IATEFL events
- **The IATEFL blog:** including editing, finding blogs, and communication with blogs.

## **As a volunteer on the Membership Committee**

- Your attendance at the IATEFL annual conference will be highly advised as we need to provide information about membership to attendees. Transport, accommodation and living expenses for this will be covered by IATEFL in line with the association's expenses policy.
- You will be expected to attend three online committee meetings per year (on Zoom), as well as emails and calls which might be required for the role.
- Committee members are normally appointed for a three-year term. Positions are renewable for a further three years, subject to the performance of the committee member over the first term.
- If you haven't served on a committee before, don't worry as this is a supportive community to be a part of.

## **What can you expect to get out of this volunteering opportunity?**

- The chance to support the professional development of English language teachers worldwide.
- An opportunity to contribute significantly to the profession by co-organising one of the biggest conferences in the field.
- The possibility of supporting a thriving professional learning community by sharing your unique skills and knowledge.
- The prospect of working with a very international and diverse workforce that will nurture your skills and talents.

## **What are we looking for?**

**An ideal candidate for webinar role will:**

- be a current individual member of IATEFL who has had membership with the association for one year or more.
- understand online events and how to support speakers in these events
- have experience using Zoom for online meetings or events
- show a willingness to work as part of a team and communicate with other members of the committee in a timely manner.
- have positive attitude, ability to be flexible, and strong interpersonal skills.

**An ideal candidate for social media role will:**

- be a current individual member of IATEFL who has had membership with the association for one year or more.

- understand the intricacies of managing a Facebook group including adding members, controlling posts, and moderating interactions
- have a fair understanding of other social media platforms that IATEFL could use and provide plans and ideas for these
- show a willingness to work as part of a team and communicate with other members of the committee in a timely manner.
- Have a positive attitude, ability to be flexible, and strong interpersonal skills.

#### Desirable

- has previously attended an IATEFL Annual Conference
- creative ideas and knowledge of current trends in EFL
- some managerial experience as the role requires an understanding of managing people and processes

### How to apply

Should you wish to apply for this role, please submit a 250-word personal statement about why you feel that you are the right person for this role along with a one-page CV outlining relevant qualifications and experience. Please quote your IATEFL Personal ID number, or the email address you use for your IATEFL membership, in your application ***as you have to be a current IATEFL member to apply.***

All applications and CV's should be sent to the Chief Executive, Jon Burton (contact details below) by the **closing deadline of 12.00 midday UK time on 29 February 2024.**

Applications will be read blind and will be assessed against the criteria set in the profile above.

Should you require any further information about this position, please contact the Chief Executive, Jon Burton via email: [jon@iatefl.org](mailto:jon@iatefl.org) or telephone +44 (0)1795 591414.