



## Volunteer role descriptions

### Conference Events Coordinator

In this exciting and varied role, you can apply your teamwork and project management skills for maximum impact. The successful candidate will take on full committee responsibilities from November 2024.

Responsibilities of the role include:

- Organizing the IATEFL BESIG annual conference in autumn:
  - Finding a venue and submitting the budget to IATEFL Head Office for approval to Head Office
  - Liaising with IATEFL Head Office to set up the event
  - Working closely with the local organizers
  - Organizing the Call for Proposals and selecting speakers
  - Putting the program together
  - Organizing the mentoring program
  - Sourcing and contracting sponsors for the event
  - Creating feedback forms for the event
  
- Managing volunteers in the SIG events team
- Working with the committee members (media, online events, publications and administration)
- Attend IATEFL BESIG face-to-face events and online events where possible
- Being a member of the IATEFL BESIG Committee, attending committee meetings and contributing to decisions concerning the SIG

The tasks of the Conference Events Coordinator are done with the support of volunteers and the IATEFL BESIG committee.

An ideal candidate will have:

- Excellent organisation skills
- Previous experience of organising events preferred
- An ability to work in varying teams
- Knowledge of IATEFL BESIG and the Annual Conference

*Note that the period leading up to an event can involve an increased workload. For our annual conference in November the months of July and August tend to be quite busy.*

*The successful candidate, who will become part of the committee and will have voting rights, will be appointed for a three-year term. Attendance will be required at committee meetings. The candidate needs to be an IATEFL BESIG member*