



Committee roles

Descriptions of duties

Volunteers are essential for IATEFL to achieve its aim of linking, developing and supporting English language professionals worldwide. By volunteering with IATEFL we hope that you will derive some benefits (in addition to having a lot of fun working with a closely-knit team, of course!) The descriptions of duties below are for reference only. IATEFL Head Office always ready to assist you with anything you may need in relation to your role.

IATEFL LAMSIG currently seek committee members who will be able to assist with

- A.** Newsletter (outreach for copy; editing etc)
- B.** Design (especially for online and other digital formats)
- C.** Events (working with partners to help create events)
- D.** Marketing/membership (coming up with and implementing strategies to boost and sustain membership)
- E.** New ideas or approaches to working with our members and the wider community of ELT managers

The plan is to have a committee of flexible and skilled professionals who would be involved in different small teams (of 2-3 people) to ensure that the various work of the SIG is done effectively and efficiently. So, **for example**, a committee member may find themselves volunteering to be a part of the social media team, the newsletter team and the professional development team.

An ideal candidate for any of these positions would have:

- excellent organisational and team-player skills
- contacts with local teaching associations
- a flair for organising (small scale) events from exploration of suitable venues to the final product
- good intercultural skills
- an understanding of the world of ELT
- an understanding of and a strong interest in management/leadership in general, and how theories and principles apply to the world of ELT
- an understanding of the different circumstances ELT professionals live and work
- contacts in the ELT world with, for example, publishers, teaching institutions, materials writers, other English teachers' associations, etc.
- the ability to work as part of a geographically diverse team
- the ability to deal occasionally with the unexpected
- the patience and ability to work well in high-stress situations and with a wonderfully diverse array of people
- be technically-minded with an ability to extemporize "on the hop"
- an ability to work in varying teams (i. e. having good people skills)
- good IT-experience and practice
- the willingness to attend conferences and events, attend committee meetings and stay in contact with the SIG Committee
- a sense of humour