

The National Events Chair (NEC) is responsible for the annual AGM and Convention, which may be a one-day or two-day event. The main tasks are:

1. Produce material for and oversee the production of the **AGM Programme/Invitation**. Liaise with LOC Coordinator, DTP and Administrator and forward all information to the Publications Chair (see Publications Guidelines).
2. Oversee the budget for the annual AGM/Conference.
3. Liaise with the Teacher Development Chair to find region willing to hold the conference and appoint LOC Coordinator(s).
4. Support LOC Coordinator in the finding and securing of a venue (see AGM Guidelines) and the setting up of the LOC team.
5. Liaise closely with Committee, LOC Coordinator and Administrator.
6. Keep track of the general expenses incurred by the LOC.
7. Find and invite **speakers** (see call for speakers document).
8. Organise programme and timetable, in consultation with LOC.
9. Get the following information from speakers:
 - speakers' bio-data
 - workshop/talk descriptions (for AGM Programme/Invitation)
 - speakers' special requirements (equipment / limited number of participants / etc.)
10. Liaise with DTP regarding **AGM Poster** and send to Administrator for distribution. Send the same document to the Web Chair for publication on the website.
11. Send full list of speakers' contact details to Administrator.
12. Send list of speakers' requirements (equipment etc) to LOC for room allocation.
13. Organise **feedback sheets**.
14. Find workshop supervisors and make sure they receive the **Workshop supervisors guidelines** and the **Workshops write-up guidelines** (coordinate deadlines with the Publications Chair).
15. Send list of workshop supervisors to "room allocation/ equipment person" and to the Secretary.
16. Arrange for flowers to be presented to the LOC Coordinators and to the Administrator at the event.
17. Introduce the plenary speakers.

18. Be responsible for the **AGM Special Supplement pages**, which will appear in the Spring Journal, liaising with the Secretary, who coordinates the Workshop Report Write-ups (see Publications and AGM Guidelines).
19. Attend the IATEFL conference on behalf of ETAS, which is usually held in April or May in the UK. ETAS covers the early bird registration, your transport and hotel (based on a budget put together in July). You need to cover your meals and any other expenses. If you'd like to attend, you need to make that desire clear to the Treasurer by late June. If you do not want to or cannot attend the event, the committee will choose a committee member or national council member to go in your place (budget permitting). You are expected to use the time at the conference collecting contacts and ideas for the AGM speakers. If you attend on behalf of any other organization (your employer, for example), the costs need to be split between ETAS and that party. You will need to be a member of IATEFL to participate in the conference. You can become an IATEFL member when you rejoin ETAS, please note the deadline to join IATEFL on the renewal letter.
20. Submit an Annual Report to the President at least six weeks before the AGM (to be included in the Annual Report at the AGM).
21. The President should be copied into all ETAS emails and correspondence.
22. Should not normally miss more than 1 meeting a year.