

1. Workshop Presenters

- 1.1 Feedback on presenters at national (AGM, SIG Day, etc.) and regional events is compiled in the Winter Journal (for the SIG Day), the Spring Journal (for the AGM) and other journals (from the RCs). After the print version has been sent to members, the web chair should upload an electronic version, which should be available on the website. Refer requests about presenters to those two resources. Individual workshop feedback forms are to be used by the write-up authors if they want to refer to the overall satisfaction of the audience in their write-ups. After using them, they can be disposed of.

2. SIG Day

- 2.1 Liaise with the National Events Chair and the SIG Day Sub-Committee to find a region willing to hold the conference and appoint LOC Coordinator(s).
- 2.2 Together with the RC find/select the region/venue for the SIG Day and if needed help her/him find at least 3 (better 4) ETAS members to build the Local Organising Committee (LOC).
- 2.3 Be responsible for SIG Day. Coordinate the programme, liaise with SIG Coordinators (SCs), LOC and publishers. Keep in contact with ETAS Publications Chair and DTP for SIG Day Programme. (See also separate SIG Day guidelines for more details).
- 2.4 Liaise with ETAS Treasurer on SIG Day registration fees/budget as well as with LOC on SIG Day budget.
- 2.5 Liaise with the National Events Chair and the SCs for the SIG Day Keynote Speaker.
- 2.6 Get the following information from speakers:
 - workshop/talk descriptions (for SIG Day Programme/Invitation)
 - speakers' special requirements (equipment / limited number of participants, etc.)
 - speakers' bio-data
- 2.7 Compile an advertisement to be placed in the ETAS Spring Journal (1 A4 page) to announce the next SIG Day (date and venue, keynote speaker, participating SIGs, website for more info). Send to Publications Chair to check, who will send it to DTP.
- 2.8 Send full list of speakers' contact details to Administrator.
- 2.9 Send the list of speakers who are sponsored by a company to ETAS Administrator before the publishers' deadline to reserve space (to ensure that they have also registered for the SIG Day conference).
- 2.10 Collect, compile and collate all the information to go in the SIG Day Programme, including: editorial, schedule of conference, workshop descriptions, information for participants, train schedule, map, directions, list of exhibitors, list of sponsors, menu, hotel information, etc. Send to Publications Chair. [Administrator will send: ads, updated list of ETAS Committee and SIG Coordinators, registration form.]
- 2.11 Introduce the Plenary Speaker(s).
- 2.12 Liaise with the Secretary who serves as the SIG Day Special Editor, responsible for collecting, collating and editing the SIG Day write-ups for the ETAS Journal.

- 2.13 Find, together with SIG Coordinators, volunteers who will be workshop reporters and make sure they receive the SIG Day Workshop Supervisors and Reporters' Guidelines.
- 2.14 Provide Workshop Feedback Sheets to each SIG Coordinator for their SIG's workshops. Workshop reports are emailed to: Secretary/Special Editor, TD Chair, SIG Coordinator.
- 2.15 SIG Coordinators send their reports on their SIG's workshops to TD Chair, including: general comments, number of participants, title of workshop, speaker's name.
- 2.16 Check Speakers' expense claims and forward them to ETAS Treasurer.
- 2.17 Organise SIG Day workshop write-ups to be published in the next ETAS Journal. [Secretary/Special Editor to collect / collate / edit, and then send to Publications Chair.]
- 2.18 Liaise with Secretary to ensure SIG Day is promoted on the IATEFL website and journal (*Voices*).
- 2.19 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 SIG Day 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.

3. Special Interest Group (SIG) Coordinators [SC]

- 3.1 Be responsible for recruiting SCs and supporting them in the implementation of the SC guidelines.
- 3.2 Be responsible for communicating information, changes, etc. from ETAS committee to SCs and vice-versa.
- 3.3 Be responsible for communicating with and coordination among the SIGs in organizing, encouraging, advising, supporting and otherwise helping them in their activities.
- 3.4 Organise and chair at least one SC meeting per year (to be combined with an ETAS committee and RCs meeting). Send a reminder of this meeting to the SCs asking for items for the Agenda at least one month before, and an invitation and the Agenda to the SCs at least two weeks prior to the SIG Council Meeting. At the meeting the TD Chair asks a SC to be responsible for taking of the minutes. During the meeting there is a brief review of workshops held by each SIG, sharing information about response to the workshop, and plans for the following year's SIG Day conference. This meeting is important for communication of relevant Committee decisions and for feedback from the SCs to the Committee. Where necessary points from this meeting are raised in the afternoon National Council meeting, or otherwise left for the Committee meeting afterwards. The TD Chair ensures that the Minutes of the morning meeting are distributed to all SCs and the President as soon as possible after the meeting.
- 3.5 Inform the Committee and the Administrator of any changes among the SIG Coordinators. [President will send a letter of thanks and token of appreciation to retiring SCs.]

4. Library:

- 4.1 Represent the library on the committee.
- 4.2 Liaise with the Library Sub-Committee head and the Administrator regarding library organisation, borrowing procedures and any other matters.
- 4.3 Oversee the selection of materials according to the budget and review existing stock, with the help of the Library Sub-Committee head and the Administrator.

5. General:

- 5.1 Submit an annual report to the President before the AGM.
- 5.2 The President should be copied into all ETAS emails and correspondence.
- 5.3 Should not normally miss more than 1 meeting a year.