

Description of Duties – Events Coordinator, BESIG Committee

BESIG is accepting nominations for membership on its Executive Committee. The new member, as one of the committee's events coordinators as of November 2008, will take on some of the responsibilities of organising the annual BESIG Conference and other events throughout the year. An ideal candidate for the position would have

- an understanding of the world of Business English teaching
- contacts in the BE 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
- a flair for the wide range of tasks involved in organising events, ranging from the exploration of suitable venues to delivering the final product
- 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
- well-developed writing skills
- the willingness to attend conferences and events and to travel to committee meetings
- a sense of humour.

If you are interested in taking on the role please send your completed nominations form with the relevant supporting information to the specified address.