

Role Descriptions for Governing Committee Officers & Members World English Language Olympics (Working Title)

1. Purpose of the Document

This document outlines the responsibilities and expectations for the officers and members of the Governing Committee of the World English Language Olympics (Working Title). Clear role definitions ensure transparency, accountability, and efficiency in decision-making and execution.

2. Chair

The Chair serves as the principal leader and representative of the Governing Committee.

Responsibilities include:

- Leading and moderating all committee meetings
- Setting the agenda in collaboration with the Secretary-General
- Representing the organisation in high-level meetings and public events
- Ensuring effective decision-making and accountability within the Committee
- Casting tie-breaking votes when required

3. Vice-Chair for Agencies & Public Tender Regulation

This Vice-Chair oversees the development and coordination of national competitions through a regulated public tender process.

Responsibilities include:

- Supporting and guiding National Representatives
- Ensuring public tender compliance and eligibility criteria
- Monitoring quota compliance and national delivery standards
- Developing and updating national representative application cycles and documentation
- Reporting on the progress and integrity of national appointments

4. Vice-Chair for Academic & Assessment Affairs

This Vice-Chair oversees academic policy, competition topics, and collaboration with the Founding Assessment Organisation.

Responsibilities include:

- Reviewing and proposing academic content and competition themes
- Ensuring fairness, consistency, and innovation in assessments
- Liaising with the Founding Assessment Organisation for quality and integrity
- Supporting the creation of judging guidelines and scoring rubrics
- Ensuring alignment of academic outputs across national levels

5. Vice-Chair for Sponsorship, Brand & External Relations

This Vice-Chair leads global visibility efforts and supports national teams with external partnerships.

Responsibilities include:

- Reviewing and approving sponsorships in line with brand policy
- Supporting fundraising strategies for local and global use
- Coordinating public relations and media tone across platforms
- Overseeing logo use, merchandising, and brand presentation
- Ensuring alignment between national branding and international standards

6. Secretary-General

Appointed by SUL Education and confirmed by the Committee, the Secretary-General is the chief coordinator of the Governing Committee.

Responsibilities include:

- Managing communications and meeting logistics
- Preparing and distributing agendas, minutes, and reports
- Following up on decisions and deadlines
- Coordinating documentation, internal voting, and archiving of resolutions
- Supporting the Chair and Vice-Chairs in strategic coordination

7. Governing Committee Member

All elected members are expected to actively participate in the governance and strategic development of the World English Language Olympics.

Responsibilities include:

- Attending and contributing to all official meetings (minimum 4 per year)
- Voting on key decisions and policies
- Participating in subcommittees and working groups as assigned
- Representing their regional or national context in discussions
- Promoting WELO's values and initiatives within their networks