***Instructions for applying of re-applying to become a regional representative for the Gender and Education Association:***

To apply/re-apply for a role as a regional representative for the Gender and Education Association please send an email to Dr Alexandra Allan (A.J.Allan@exeter.ac.uk) containing the following information:

**1) Your name and organisational/institutional affiliation**

**2) The country and region that you would like to represent.** Please note that at present, within reason, we are accepting multiple representatives for each country. Please be careful to state the exact region that you are hoping to represent and try to be realistic in the size of the area (e.g. the South-West of England would be better than just Exeter, but the South of England would probably too large an area). By covering different areas in this way, we will be able to ensure enough coverage of the different areas and we will be able to offer a number of different people the opportunity to fulfil this role.

**3) A paragraph on your reasons for wanting to take up this role and your qualifications for doing so.** We are particularly interested in how you will be able to serve the GEA in this role. We are not necessarily worried about academic qualifications. Indeed, it may be previous experience (e.g. a representative for a student body/another committee) or practical experience (e.g. your work as a teacher) that qualifies you to undertake this duty.

**4) A brief paragraph on what you would particularly like to see happen in your area as a result of you taking up this GEA regional representatives role.** We are particularly interested in hearing your ideas here about how you can develop the work of the GEA in your local area. These don’t have to be concrete ideas at this stage, but rather starting points for your work in this role.

**5) A postal address, email address and contact phone number for communication purposes.**

**Some further useful information:**

We will read through your application forms carefully, and if we believe that you are qualified to take up one of these roles we will contact you by September 2011 with further information and a ‘starting out’ pack. Please note that we will allocate all roles on a first-come-first-served basis for each country and region (once we have established whether each candidate is suitable for the role). We will endeavour to ensure that as many representatives are accommodated as is possible for any one country. But please note that this may mean that we ask you to slightly change the boundaries of your region. It may also mean that we are unable to accommodate your request at the time of application. We will ask all representatives to serve for a one-year period in the first instance, and then if appropriate they will be asked to serve in this capacity for a further two years. A call for new representatives will be made at the end of each academic year if there are posts available. Candidates may re-apply for a position at this stage.