**3B: Regional Conference Procedural Team**

**Application Form**

Please complete and return this form via email to Europe.reco@wagggs.org

**This should arrive no later than 23:59 (UTC) on Sunday 2 February 2025**. Forms received after this time will not be considered.

**Please indicate which position you are applying for:** *(you may tick more than one)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Procedural Team Coordinator |  | Procedural Team Member |  |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Your given names (in full)** |  |
| **Your family name/surname** |  |

|  |  |
| --- | --- |
| **Your Member Organisation** |  |

|  |  |  |
| --- | --- | --- |
| **Your contact details** | Main email address  |  |
| Alternative email address  |  |
| Main telephone number  |  |
| Telephone number (WhatsApp)  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your age range***(please mark the appropriate box)*  | 18-29  |   | 30-39  |   | 40-49  |   | 50-59  |   | Over 60  |   |

**WAGGGS VOLUNTEER POOL AND NETWORK**

I am already a member of the WAGGGS Volunteer Pool: Yes / No

We are always looking for new volunteers to join the volunteer pool. If you would like to apply to join the WAGGGS Volunteer Pool and Network, you can find further details on Campfire [here](https://campfire.wagggs.org/book-page/how-do-volunteers-join-pool).

**PERSONAL STATEMENT**

In the box below, please describe why you would like to be considered for this role?

|  |
| --- |
|  |

**SKILLS AND EXPERIENCE**

Please describe your skills, experience, personal abilities and attributes relevant to this role *(please see the enclosed Terms of Reference/Role Description for further details of the skills, experience, personal abilities and attributes required for the role)*:

|  |
| --- |
|  |

**VOLUNTARY AND PROFESSIONAL POSITIONS**

Please give details below of any current and past (from 2014 to today) positions that you have held within or outside the Movement.

|  |  |  |
| --- | --- | --- |
|  | **Current positions held** ***(please give date started)*** | **Previous positions held** ***(please give dates)*** |
| Member Organisation  |  |  |
| World Association of Girl Guides and Girl Scouts (at global or regional level) |  |  |
| Other voluntary or paid positions *(e.g. professional or business appointments, charity or NGO/INGO, other)*  |  |  |

**PARTICIPATION IN EVENTS**

Please give details, including the year where possible and the role you played, of any relevant events that you have participated in from 2014 to today.

|  |  |
| --- | --- |
| Member Organisation events  |  |
| World Association of Girl Guides and Girl Scouts events (at global or regional level)  |  |
| Other events   |  |

**LANGUAGE SKILLS**

WAGGGS has four official languages: English, Spanish, French and Arabic and within each Region, depending on the local context, one or more of these may be used. In the Europe Region the languages used are English and French.

|  |  |
| --- | --- |
| What is your mother tongue? |  |

Please indicate your skill in the following languages using the following key:

1: fluent; 2: intermediate; 3: basic

|  |  |  |  |
| --- | --- | --- | --- |
|  | English | French | Other *(please state language)* |
| *Skill level* |  |  |  |

**COMMUNICATIONS**

This role will involve communicating regularly by email, WhatsApp and online conference call.

|  |  |
| --- | --- |
| Do you currently have regular and reliable access to the internet?   | Yes / No  |
| Would you be able to respond promptly to electronic communication?   | Yes / No  |

**DECLARATION - to be signed by the applicant**

By submitting this form, I confirm that (tick all boxes):

|  |  |
| --- | --- |
|   | To the best of my knowledge and belief, the information provided on this form is correct and complete. |
|   | I accept the principles of WAGGGS as set out in the Constitution and its values. |
|   | I understand that it is my responsibility to inform WAGGGS if my contact details change after submitting this form. |
|   | I authorize WAGGGS, in accordance with data protection regulations, to process and store my personal data in connection with my application as described in WAGGGS' data protection policy. This information may be stored in paper and electronic form. |
|   | I agree to provide additional information if requested. |

|  |  |
| --- | --- |
| Signed *(electronic signature/scan is acceptable)*  |   |
| Date |   |

**ENDORSEMENT BY MEMBER ORGANISATION**

By signing below, I confirm, on behalf of my Member Organisation, that:

* I have thoroughly read the Terms of Reference/Role Description and believe that this volunteer applicant understands the purpose and responsibilities of serving in this role(s).
* I believe the volunteer applicant has the required skills and experience to fulfil this WAGGGS volunteer role(s).
* The volunteer applicant is a member of our Member Organisation, and we will promptly notify WAGGGS of any change to this status.
* There are no pending investigations or disciplinary procedures related to this volunteer applicant in the Member Organisation.
* I confirm that the volunteer applicant is at least 18 years old.

Please write here any additional information about the volunteer applicant you wish to share with us:

|  |  |
| --- | --- |
| Name  |  |
| Member Organisation |  |
| Position held in MO |  |
| Signed *(electronic signature/scan is acceptable)*  |  |
| Date |  |

***Privacy notice***

*Please note that the personal information provided as part of this form will be used only for the purposes of processing your application and will be handled by WAGGGS in accordance with UK data protection regulations. Information will be securely stored by WAGGGS in both physical and electronic forms. This information will only be accessible to, and shared with, members of the Regional Committee and World Bureau staff. Information will be kept for a maximum period of one year after which it will be destroyed.*