

Regional Studies Association

RSA Branch Chair Guidelines

Rationale

The Regional Studies Association is a leading and impactful community at the forefront of policy debates and the examination of regional issues. The Association stimulates the exchange of experience and ideas within a global and interdisciplinary forum by maintaining a strong and influential network of individuals and organisations. As a membership-based organisation, an important strength of the Association is the degree to which members participate and contribute to our work.

The Association continues to grow its global presence by expanding its network of Ambassadors, UK regional Branches, country Sections and transnational Divisions. These territorial networks promote the aims of the Association in their territorial setting.

Branch Chair role

The key functions of an RSA Branch Chair are:

- to promote the RSA and its activities in their area;
- to be the point of contact for enquiries within the area and from outside regarding the area;
- to share information on current regional policy in their area.

In detail, Branch Chairs are expected to:

- disseminate information about RSA events, funding schemes, membership, publications etc through your networks (marketing materials will be provided by the RSA Office);
- interact with regional studies and regional science academics, policy makers and practitioners to promote the RSA in your area;
- engage with current and lapsed RSA members in your area;
- hold branch meetings either physically or virtually as necessary;
- organise at least one event per year (including digital events) which engage the existing members in the territory and encourage new members to join. Some funding from the RSA might be available;
- participate in the annual RSA territorial representatives meeting (held once a year as part of the Association's Annual Conference). A reduced conference attendance fee will be available to attend the RSA's Annual Conference;
- provide a short summary of current regional development and policy in their area for the Association's membership e-magazine *Regions* or the RSA blog;
- submit a brief annual report to the RSA Board.

Please note that the RSA Branch Chairs have an organisational role and the position does *not* involve representing views on substantive regional issues on behalf of the Association in the national context.

Branch Chair recognition

An RSA Branch Chair role is an esteem factor as Branch Chairs are part of a high-profile network of territorial RSA representatives. In addition, Branch Chairs are recognised in the following ways:

- have the opportunity to exchange ideas with other Chairs and Ambassadors at the annual territorial representatives' meeting which takes place during the RSA's Annual Conference;
- have their own profile page on the RSA website;
- are eligible for the RSA Territorial Representatives Funding Scheme;
- receive a certificate when appointed;
- receive a reduced conference fee for the RSA's Annual Conference (Please note that discounts will only be available to RSA Branch Chairs who are up to date on the delivery of their responsibilities);
- Branch Chairs will be recognisable via a colour-coded strip or special ribbon on the conference badge during RSA events.

Application

To apply for the role of an RSA Branch Chair, please submit the following by email:

- your CV;
- a cover letter outlining why you wish to be an RSA Branch Chair;
- a plan of no more than two pages on the actions you will undertake to promote the RSA in your area over the next 2 years, including rough timelines; and
- a written reference by a senior figure from your field of study or work.

Applications can be submitted at any time during the year to Samantha Wannop at samantha.wannop@regionalstudies.org.

Appointments

RSA Branch Chairs are appointed for a period of up to three years by the Association's Board on the basis of recommendations made by the International Territorial Networks Committee. Appointments can be extended for a further three years subject to a satisfactory performance review.

RSA Branch Chairs are appointed by the Board and, subject to performance review, the Board may end the appointment at its sole discretion.

Please note that RSA Branch Chairs are required to be members of the Association throughout the duration of their appointment.