**Structured Summary**

* *The structured summary should serve as an overview or summation of your leadership activities. The structured summary should be able to stand alone without reference to CV etc.*
* *It should provide sufficient information about the quantity, quality and breadth of your leadership activities.*
* *You can delete or move the sections around as applicable to your individual leadership activities, highlighting your biggest activities first*
* ***Please review the instructions, examples of structured summary and FAQ prior to filling this out.***
* ***Maximum page limit*** *for the structured summary is* ***6*** *pages.* ***Minimum font size*** *11.*
* **\*\*\*please delete all text in italics prior to submission\*\*\***

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| **Your name, Title, Department, Section:** |
| **Describe your educational leadership activities, in brief:**  |

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| **List of leadership activities***Write your structured summary so that it concisely portrays the quality, quantity, and breadth of your contribution in the given category.* |
| **Category** |
| **Leadership Position 1** (*List position by formal title)* |
| **Year(s) Involved** | **Description of Leadership Position****(***Please concisely describe the duties associated with this leadership role/position and key activities)* | **Number of learners impacted by activity** | **Amount of time spent on duties of position** | **Evidence of Quality** |
|  | **Position related special activity 1:** |
| * Duties related to activity
* Duties related to activity
* Duties related to activity
 |  |
|  | **Position related special activity 2:** |
| * Duties related to activity
* Duties related to activity
 |  |
| **Leadership Position 2** (*List position by formal title)* |
| **Year(s) Involved** | **Description of Leadership Position****(***Please concisely describe the duties associated with this leadership role/position and key activities)* | **Number of learners impacted by activity** | **Amount of time spent on duties of position** | **Evidence of Quality** |
|  | ***Position related special activity 1:*** |
| * *Duties related to activity*
* *Duties related to activity*
* *Duties related to activity*
 |  |
|  | ***Position related special activity 2:*** |
| * *Duties related to activity*
* *Duties related to activity*
* *Duties related to activity*
 |  |
| **Category** |
| **Leadership Position 3** (*List position by formal title)* |
| **Year(s) Involved** | **Description of Leadership Position****(***Please concisely describe the duties associated with this leadership role/position and key activities)* | **Number of learners impacted by activity** | **Amount of time spent on duties of position** | **Evidence of Quality** |
|  | ***Position related special activity 1:*** |
| * *Duties related to activity*
* *Duties related to activity*
* *Duties related to activity*
 |  |
|  | ***Position related special activity 2:*** |
| * *Duties related to activity*
* *Duties related to activity*
 |  |

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| **Discussion of Breadth** |
| ***In this section, discuss how your activities represent breadth appropriate to this category—for example, different types of leadership activities, different level of leadership activities etc.)*** |