Women In Aerospace
Europe

Four steps to create your local group
1. Ready to create a local group?

<table>
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<tr>
<th>A. Aerospace Community big enough</th>
<th>B. WIA-E Members want a Local Group</th>
<th>C. Propose a Candidate to Local Group Leader</th>
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<tr>
<td>• Confirm that city and surroundings have a considerable aerospace community.</td>
<td>• Confirm that there is enough interest in your city to have a local group.</td>
<td>• <strong>Introduce the candidate</strong> to the WIA-E Director of Regional Development and the President.</td>
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<td>• For later justification, create a list of all aerospace related organisations, companies and universities in your city <em>(note: it doesn’t need to be exhaustive at the beginning of the local group)</em></td>
<td>• For later justification, establish a list of minimum ten interested WIA members (or potential members) located in your city.</td>
<td>• The candidate shall write a motivation letter showing she fulfils the requirements to be Local Group Leader. <em>(note: see slide “What are the requirements to be a Local Group Leader?”)</em></td>
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Note: WIA-E = Women In Aerospace Europe
2. Meet together with the WIA-members

A. Prepare the “get together”
- In close collaboration with the Director of Regional Development choose a date for a meeting with the WIA-E members in your city (Note: a WIA-E Board Member shall be present at the “get together”).
- Organise a location for the meeting.
- Invite the WIA-E members and potential members.

B. Confirm interest in a Local Group
- During the meeting, confirm that there is enough interest in your city to have a local group.

C. Define what you want to do
- During the meeting, discuss what are possible activities you would like to organise as a local group.
- For later justification, establish a list of minimum 4 activities you could organise in the following year.

D. Choose a Local Group Leader
- During the meeting, pre-elect a Local Group Leader. She shall be motivated, committed and qualified.
- Remember that the candidate shall have been previously approved by the Director of Regional Development and the President. (note: see slide “What are the requirements to be a Local Group Leader?”)
3. Get OK from the Board

A. Present your proposal for a local group

- **Send your proposal** for the Local Group to the Director of Regional Development. She will distribute it to the WIA-Europe Board.

- As part of the proposal, **provide evidences** that the 3 points from the slide “ready to create a local group?” are fulfilled.

- As part of the proposal, **expose as well activities and strategy plan for the particular Group**. (reminder: every local group shall organise at least 4 activities per year)

B. Get the approval from the board

- The WIA-Europe board of directors will **evaluate the proposal**.

- The board will officially **vote the approval of the proposal** of the new group.

- The board will officially **vote the approval of the nominated Local Group Leader**.
4. Launch the Local Group

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<th>A. Define a date for the launch event</th>
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<tr>
<td>• Coordinate with the Director of Regional Development a <strong>launch date</strong> for your local group <em>(Note: WIA-E President and/or Chair shall be present at this launch)</em></td>
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<th>B. Define an agenda for the launch event</th>
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<tr>
<td>• Define with the President and the Chair of the WIA-Europe Board the <strong>agenda</strong> for your launch event (speech, presentation, workshop etc; a side topic is recommended).</td>
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<th>C. Find a sponsor, if necessary</th>
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<td>• Find a <strong>sponsor</strong> if necessary, depending on location, catering, etc</td>
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<th>D. Set up the communication for the launch event</th>
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<tr>
<td>• Set up with the Director of Communication the <strong>communication strategy</strong> for the launch event.</td>
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What are the requirements to be a Local Group Leader?

**In a nutshell: Be motivated, committed and qualified**

1. The candidate is a **WIA-Europe member** in good standing (i.e. registered member + paid the membership fee).

2. The candidate shall **work by an aerospace** related organisation/company/university and shall have a **good reputation and working knowledge** in the particular national or regional aerospace community.

3. The Candidate shall **commit to dedicate the needed time and energy** to fulfil successfully the tasks associated to her role.

4. The candidate shall be **prepared to coordinate and steer** the local activities in close cooperation with the WIA-Europe Board of Directors. Note that some of the events organised by a local group might be beyond the scope of a local event and should be handled as WIA-Europe global event.

5. The candidate shall be the contact point for the local group. As such she is **responsible for keeping updated the Directors and in particular both Directors of Regional Development and of Communication** of planned activities and outputs.

6. The candidate shall be **able to create and make use of an extensive network** (aerospace related) in her city/surroundings.

7. The Local Group Leader shall be **approved by the WIA-Europe Board** of Directors.
Need some help?

Don’t know where to start? Need contact details? Are motivated to be a Local Group Leader but don’t fulfil or are unsure if you fulfil all the requirements?

Contact the Director for Regional Development of WIA-Europe (RegionalDevelopment@wia-europe.org).

She will support you in all matters to get the group started.

Note: All details, more guidelines, best practices for activities, templates, etc. can be discussed with the Director for Regional Development