



# WOMEN IN AEROSPACE EUROPE

## Four Steps to Create a WIA-Europe Regional Chapter



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WIA-Europe



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## 1. Ready to create a WIA-Europe Regional Chapter?

### Vibrant aerospace community

- Confirm that city and surroundings have a considerable aerospace community.
- For later justification, create **a list of all aerospace related organisations, companies and universities** in your city (note: it doesn't need to be exhaustive at the beginning of the local group)

### Active participation and interest

- Confirm that there is enough interest in your city to have a local group.
- Compile a list of **at least ten WIA-Europe members** (or potential members) who express interest and are located in your city.
- Assemble individuals who are eager to actively contribute to the organisation of regional initiatives

### Dedicated Regional Network Manager

- Introduce the candidate to the WIA-Europe Director of Regional Development and the President.
- The candidate is required to submit a **motivational letter demonstrating her fulfillment of the criteria** for the role of Regional Network Manager (see below for "Requirements for the role of Regional Network Manager").



## 2. Arrange an initial meeting

### Organise a "get together"

- In close coordination with the WIA-Europe Executive Committee, select a date for a meeting with WIA-Europe members in your city (If possible, ensure the presence of a WIA-Europe Board Member).
- Secure a venue for the meeting.
- Extend invitations to both, existing WIA-Europe members and potential new members.

### Confirm interest in a Regional Chapter

- During the meeting, confirm that there is enough **interest in your area** to have a regional WIA-Europe Chapter.

### Outline your objectives

- During the meeting, explore potential activities to organise as a regional WIA-Europe chapter.
- For later justification, create a list of **at least four activities** that could be organised in the upcoming year.

### Choose a Regional Network Manager

- During the meeting, **pre-elect a Regional Network Manager**. This person should be motivated, committed, and qualified.
- Keep in mind that the candidate should have been **previously approved** by the Executive Committee. (See "Requirements for the role of Regional Network Manager")



## 3. Get OK from the Board

### A. Present your proposal for a local group

- Submit your Regional Chapter proposal to the **Director of Regional Development**, who will then distribute it to the WIA-Europe Board.
- Include **evidence demonstrating the fulfillment of the three points** outlined in the "Ready to Create a Regional Chapter?" slide as part of your proposal.
- Additionally, **outline the activities and strategic plan** for the specific group in your proposal. A reminder: each Regional Chapter is expected to organise a minimum of four activities per year.

### B. Get the approval from the board

- The WIA-Europe Board of Directors will assess the proposal.
- The board will formally vote on the approval of the proposal for the new Regional Chapter.
- The board will officially vote on the approval of the nominated Regional Network Manager.



## 4. Launch the Local Group

A. Define a date for the launch event

- Coordinate with the Director of Regional Development a **launch date** for your local group (WIA-Europe President and/or Chair shall be present at the launch)

B. Define an agenda for the launch event

- Define with the President and the Chair of the WIA-Europe Board the **agenda** for your launch event (speech, presentation, workshop, etc; a side topic is recommended).

C. Find a sponsor, if necessary

- Find a **sponsor** if necessary, depending on location, catering, etc

D. Set up the communication for the launch event

- Collaborate with the WIA-Europe **Communications Manager** to establish the communication strategy for the launch event.





## Requirements for the role of Regional Network Manager

In a nutshell: Be motivated, committed and qualified

1. The candidate must be a WIA-Europe **member in good standing**, indicating both registration and payment of the membership fee.
2. The candidate should be **employed by an aerospace-related organisation**, company, or university, possessing a strong reputation and working knowledge within the specific national or regional aerospace community.
3. The candidate is **committed to dedicating time and energy** to successfully fulfill the tasks associated with the role.
4. The candidate is **prepared to coordinate and lead local activities** in close cooperation with the WIA-Europe Board of Directors. Please note that certain events organised by a regional chapter may extend beyond the scope of local events and should be managed as WIA-Europe global events.
5. The candidate **will act as the primary contact point for other regional chapters**, assuming responsibility for keeping the Board of Directors and the WIA-Europe office informed about planned activities and outputs.
6. The candidate should possess the ability to **create and leverage an extensive aerospace-related network** in their city and surroundings.
7. Approval by the WIA-Europe Board of Directors is required for the candidate to assume the role of Regional Network Leader.



## Need help?

Are you motivated to be a Regional Network Manager but don't fulfill or are unsure if you fulfill all the requirements?

Contact the Director for Regional Development of WIA-Europe ([RegionalDevelopment@wia-europe.org](mailto:RegionalDevelopment@wia-europe.org)) and keep the backoffice in CC ([backoffice@wia-europe.org](mailto:backoffice@wia-europe.org)).

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