

Four Steps to Create a WIA-Europe Regional Chapter





info@wia-europe.org

www.wia-europe.org



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

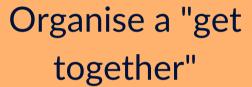
Dedicated Regional Network Manager

- 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").



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2. Arrange an initial meeting



- 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 Managr

- 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")



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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.



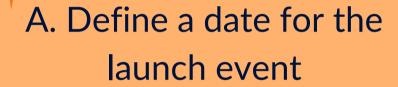
B. Get the approval from the board

- 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.



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4. Launch the Local Group



B. Define an agenda for the launch event

C. Find a sponsor, if necessary

D. Set up the communication 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)
- 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).
- Find a sponsor if necessary, depending on location, catering, etc

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



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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.



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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 and keep the backoffice in CC (backoffice@wia-europe.org).

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