WOMEN IN AEROSPACE EUROPE

Four Steps to Create a WIA-Europe Regional Chapter

- info@wia-europe.org
- www.wia-europe.org
- WIA-Europe
- wiaeurope
- WIA_Europe
- wia.europe
1. Ready to create a WIA-Europe Regional Chapter?

- 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)

- 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

- 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

<table>
<thead>
<tr>
<th>A. Define a date for the launch event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Coordinate with the Director of Regional Development a <strong>launch date</strong> for your local group (WIA-Europe President and/or Chair shall be present at the launch)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Define an agenda for the launch event</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Find a sponsor, if necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Find a <strong>sponsor</strong> if necessary, depending on location, catering, etc</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Set up the communication for the launch event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collaborate with the WIA-Europe <strong>Communications Manager</strong> to establish the communication strategy for the launch event</td>
</tr>
</tbody>
</table>
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) and keep the backoffice in CC (backoffice@wia-europe.org).

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