



WOMEN IN AEROSPACE EUROPE

Women In Aerospace Europe

Four steps to create your local group





1. Ready to create a local group?

A. Aerospace Community big enough

- 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*)

B. WIA-E Members want a Local Group

- Confirm that there is enough interest in your city to have a local group.
- For later justification, establish a **list of minimum ten interested WIA members** (or potential members) located in your city.

C. Propose a Candidate to Local Group Leader

- **Introduce the candidate** to the WIA-E Director of Regional Development and the President.
- The candidate shall write a **motivation letter showing she fulfils the requirements** to be Local Group Leader. (*note: see slide "What are the requirements to be a Local Group Leader?"*)



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

A. Define a date for the launch event

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

- Set up with the Director of Communication the **communication strategy** for the launch event.



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.