

# A step-by-step guide on how to create a Graduate Women International National Federation and Association



# Where to start?



What are common interests?



Evaluate your environment – are there already graduate women's groups around?



What would you want to accomplish?  
What are your goals? Do they align with GWI's missions?



Contact GWI for assistance regarding the preparation of your constitution, outreach strategies and much more!



# Establish a Core Group



Together, there is so much we can do!

Get inspired by any conversation or meeting related to women's issues

Arrange an informal meeting to bring together graduate women in the organization

Assign roles and tasks to all core group members and discuss the goals

Make a road map and get in touch with GWI

# Identify Potential Members



Any graduated women with an approved qualification from a university or institution

Women graduated from professions such as medicine, engineering, business and media

Women who are not currently professionally active

Groups that actively address social and economic problems

All women accepted for a master's degree or doctoral programme at a recognized tertiary institution

# Informal meetings



# Mission Statement and Name



**From idea....**

Create a *unique mission statement* that will guide your work

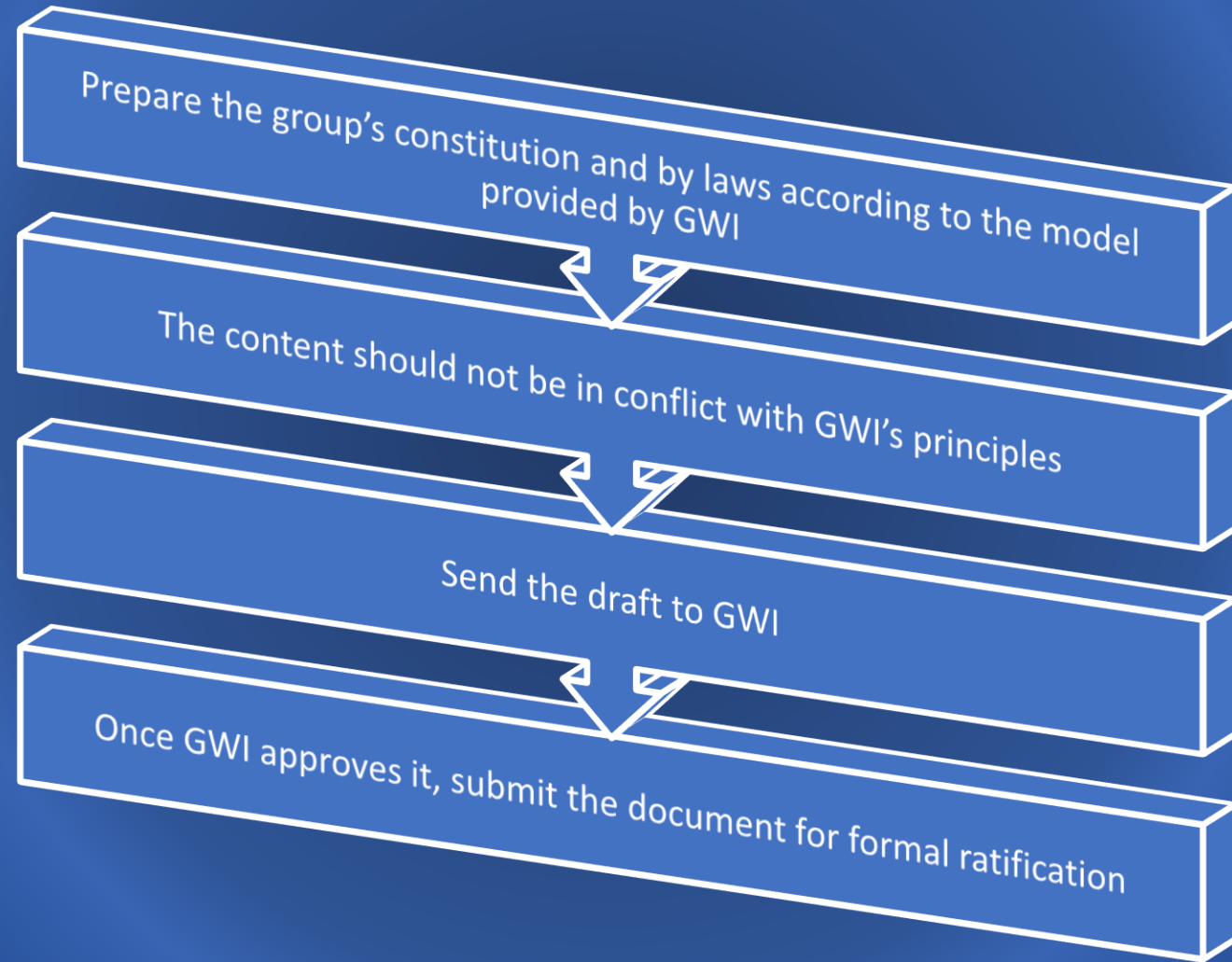
*Distinguish yourself* from other existing women's organizations

*Articulate 2 or 3 goals* that support your mission



**To reality!**

# Constitution



# Developing an organizational structure



## Board of Directors

- Presidents, Secretary and several Vice Presidents
- The size depends on the nature and scope of your mission and goals and activities
- It must reflect the values of your organization
- It must be communicative, transparent, democratic, encourage and empower members

## Committee

- Members and Committee Chair
- Report to the Board the activities undertaken
- Problem-solving
- Receive support from the Board



# Governance



## Chair and Coordinator for International Relations (CIR)

During the second meeting elect provisional official by democratic process

## Local branches / Electronic networks

To link members, discuss priorities and plan activities and projects

## Small committee

To draw up the constitution to be submitted to GWI

## National meetings

For representatives from the different local branches/regions

## Advocacy Liaison Representative

To create publicity and communication

## 20 paid up members

To start to maintain the NFA

# Priorities and Programme of Activities



The quality of programmes allows your NFA to attract new members

Ask prospective members about the activities for which they would like to participate

Begin with one or two projects that can have visible results in a short term period

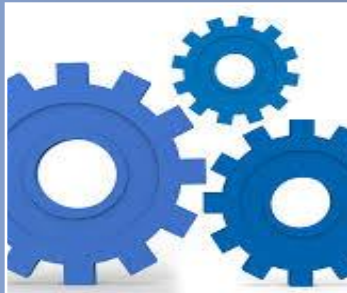
Develop a strategic plan taking into account members' interests and priorities

Establish creative activities, working groups and fundraising events

# Project Management Basics



Methodical planning and implementation



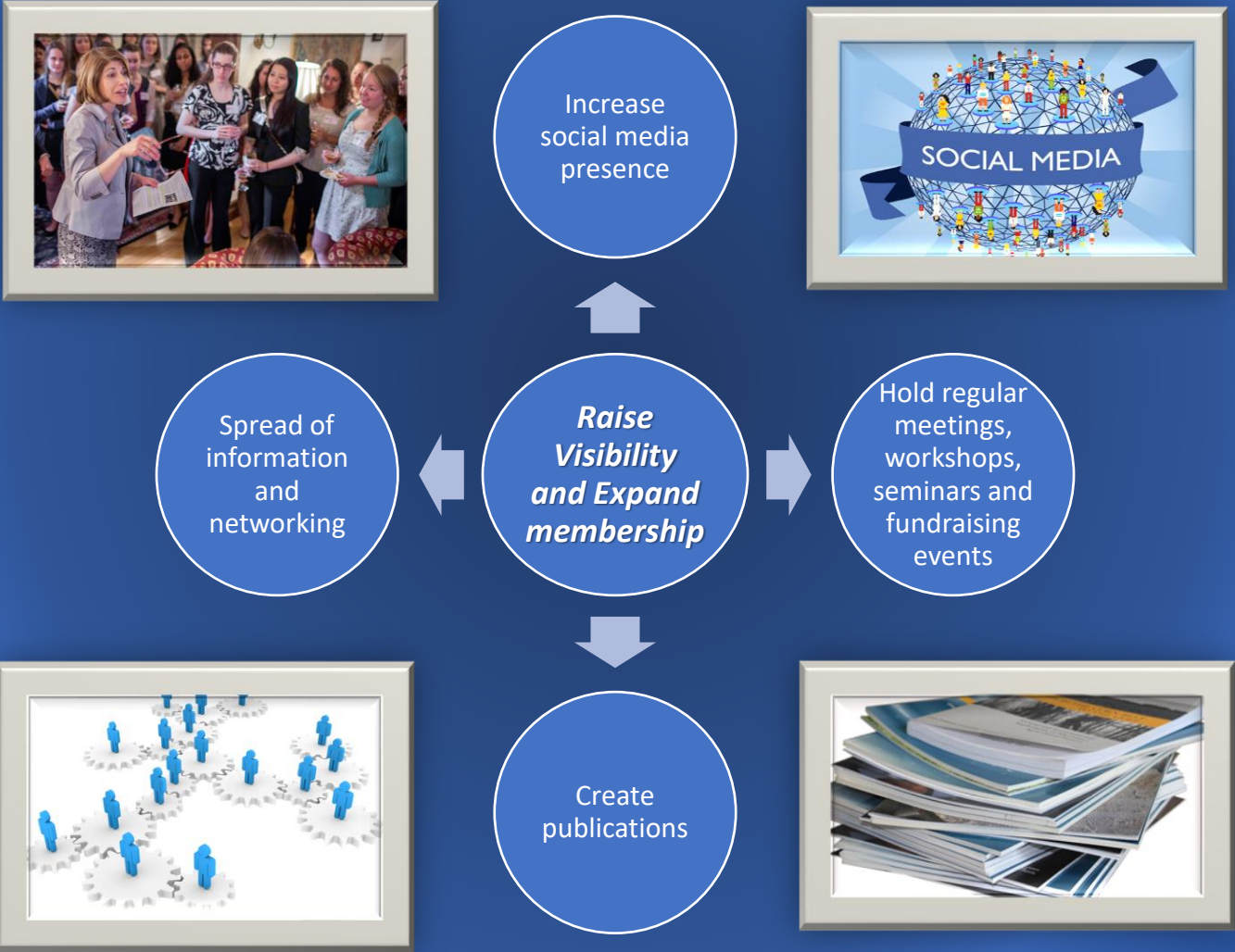
Implementation strategies and tools



Effective monitoring and evaluation strategy



# Raise Awareness



# Form Local Branches



Linked together in the national body

All branches together form the national organization

Each branch has its own Board of Directors and local programmes

Branches should be formed in as many cities as possible

The steps to create branches are the same to create NFAs



# Questions?



Graduate Women International is committed to helping its NFAs to further their inspirational missions – Never hesitate to reach out !



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