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

- To bring together graduate women that are interested in being part of the organization
- Discuss GWI's principles and the advantages of being member
- Discuss goals, objectives and expectations
- Target university graduates and new members
- Discuss ways to ensure the credibility and sustainability of the organization
- Identify suitable platform, university campuses or houses for future informal meetings and activities.
Mission Statement and Name

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

From idea....

To reality!
Constitution

Prepare the group’s constitution and by-laws according to the model provided by GWI

The content should not be in conflict with GWI’s principles

Send the draft to GWI

Once GWI approves it, submit the document for formal ratification
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

- Increase social media presence
- Hold regular meetings, workshops, seminars and fundraising events
- Create publications
- Spread of information and networking

Raise Visibility and Expand membership

Graduate Women International (GWI)
A PROUD MEMBER OF GWI
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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