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**Chapter Leadership: Best Practices**

**Event Management & Collaboration**

* Charge for events — funds can support operations or future programming.
* Collaborate with aviation & aerospace groups: NGPA, LPA, OBAP, PAPA, AOPA, ALPA, ATCA, NAA, oSTEM, CESMII, SWE, and more!
* Find support from male allies and advocates.
* Share resources with other Chapters.

**Chapter Operations & Policies**

* Establish policies for data privacy, sexual harassment, financial transparency, and expectations.
* Set clear leadership expectations before nominations.
* Review leadership requirements and bylaws annually.
* Use legal support tools like Legal for Good for nonprofit guidance.

**Culture & Hospitality**

* Ensure leadership is engaged and inclusive of all members.
* Collegiate chapters should have active advisors and staff support.
* Create a welcoming environment: bring snacks, provide food, and include team-building activities.

**Bylaws & Strategic Planning**

* Create board member agreements.
* Define procedures for stepping down or addressing underperformance.
* Include 1, 3, and 5-year strategic plans.
* Define your chapter’s values and mission.

**Leadership Development**

* Promote chapter leadership as a resume-building opportunity.
* Introduce yourself with wins, qualifications, and energy.
* Empower leaders, assign roles, and be realistic about responsibilities.
* Align meetings with the WAI Chapter Team.
* Check in with fellow leaders and follow up regularly.
* Recruit committees and involve alumni.

**Member Engagement & Growth**

* Promote the chapter via flyers, social media, and press.
* Fundraise year-round (e.g., Double Good popcorn).
* Host aviation-themed events: maintenance demos, guest speakers, etc.
* Highlight member accomplishments and foster encouragement.
* Introduce mentors and mentees within the chapter.
* Start a book club or Goodreads list to build community.

**Communication & Accountability**

* Use direct, assertive communication.
* Delegate tasks and trust your members to follow through.
* Hold leadership accountable with performance reviews.
* Share meeting minutes and slides with clear action items.
* Know when to step down and pass the torch.

**Structure & Continuity**

* Create regional or geographical teams for stronger local support.
* Build a pipeline from collegiate to standard chapters.
* Set up alumni advisory committees.
* Foster respectful partnerships between regional chapters.
* Engage in the FB Chapter Leadership Page and WAI Together app.

**Data & Privacy**

* Handle email signups and personal data with care — especially from forms and websites.