



CHAPTER REQUIRED AND SUGGESTED COMMITTEES

WAI Chapters are welcome to create their committees (or “teams”) as they see fit for their chapter. Use these descriptions as a template. Some chapters will need fewer committees and some find that they need to add several more to fit their particular needs. There are some committees that are required by WAI for our non-profit status. (*** Indicates WAI Required committees.**)

***Membership Committee**

Ensures all members listed on roster are dues-paying both locally and to international. Updates roster with headquarters at least quarterly. Assists the membership chair with membership-related duties.

***Outreach Committee**

Plans at least one community service or outreach (school/education) related-event. Assists the outreach chair with any duties relating to community service or outreach events.

Girls in Aviation Day Committee

Plans/organizes Girls in Aviation Day. Works with the fundraising committee to raise funds for GIAD events. Recruits volunteers for event-day and provides volunteers with event-day information. (See Girls in Aviation Day section).

Scholarship Committee

Creates scholarship requirements and disseminates scholarship information to members. The committee must have at least 4 dues-paying members plus the chairperson in order to judge scholarship applications.

Election Committee

Manages nominations and ballots related to the annual election. Disseminates election-related information to membership.

Fundraising Team

Raises money for the operating costs of the chapter and costs of specific events. Works with the fundraising chair to produce a case-for-support and letter of intent for sponsors (See Fundraising section).

Program/Event Team

Assists the program chair in planning events and executing chapter events.



Merchandise Team:

Designs and buy merchandise for chapter fundraising efforts and fulfils merchandise orders. Brings merchandise to all chapter events.

Social Media Team:

Assists the social media chair in posting on social media, adding people to members-only groups, and replying to social media inquiries.