



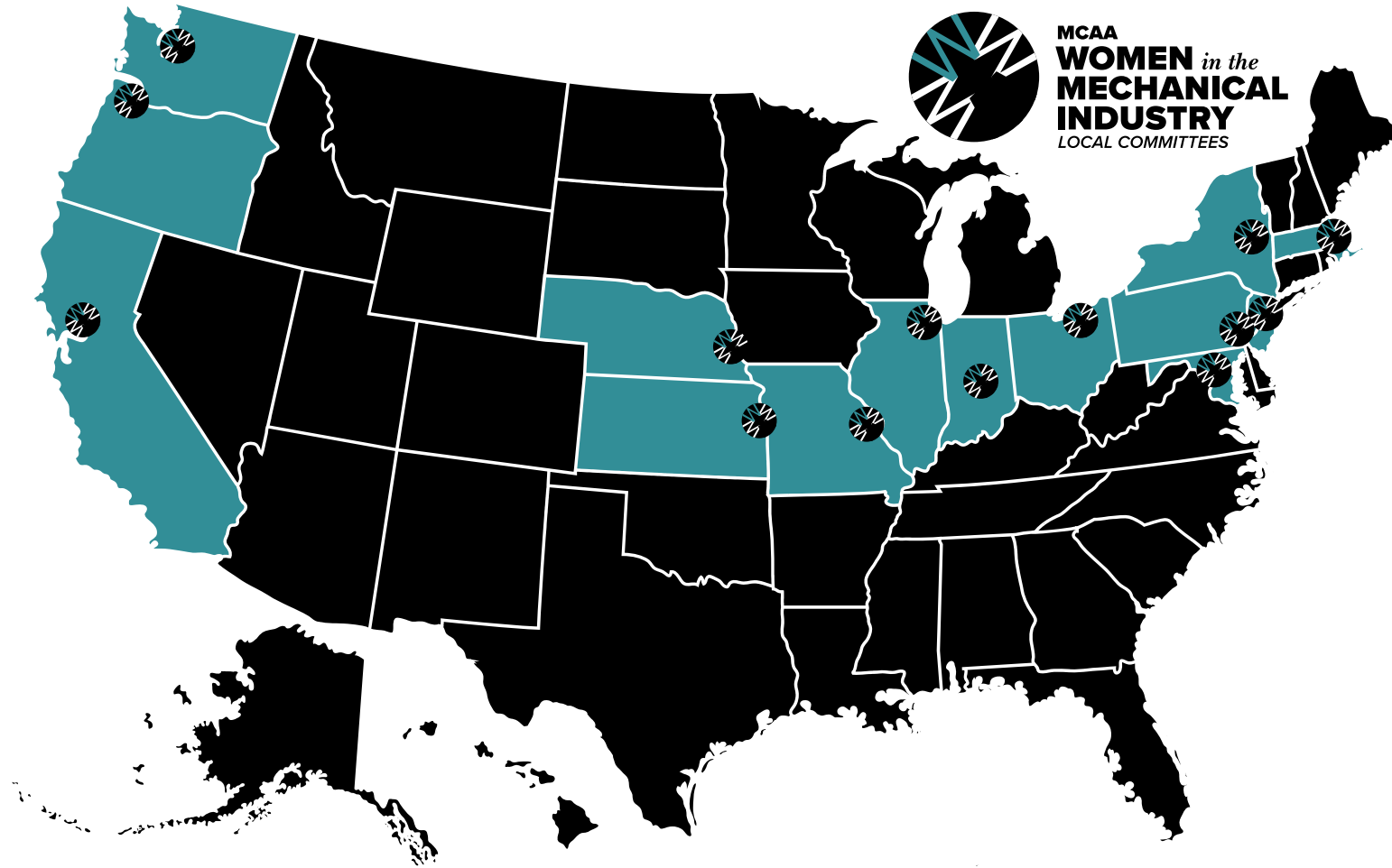
MCAA
WOMEN *in the*
MECHANICAL
INDUSTRY

WiMI “HOW TO” GUIDE

START A COMMITTEE BACK HOME

Our Purpose

MCAA's WiMI Initiative was created to enable **women in the mechanical industry** to further **enrich** their careers through **networking, educational, mentoring** and **career development** opportunities."



MCA of Chicago

MCA of Cleveland

MCA of Eastern Missouri

M&SCA of Eastern Pennsylvania

MCA of Indiana

MCA of Kansas City

MCA of Metro Washington

MCA of New England

MCA of New Jersey

MCA of New York State Capital District

MCA of Northern California

MCA of Omaha

PMCA of Oregon

MCA of Western Washington

Phase 1

Build a team and secure support

Pro Tip #1 – Check out the Local WiMI Committee Templates. You don't have to reinvent the wheel!

Identify

- Identify 5-10 women who are interested in participating in a local WiMI committee.
- Strive to identify 5 of them who would like to help with the creation and growth of the committee.

Build

- Build out a case for support.
(Refer to the Case for Support Template in the [Local WiMI Committee Templates](#))

Meet

- Schedule a meeting with your Local MCAA Affiliate Executive to express your interest.

Ideally, identify a contractor representative who is active in your local MCAA Affiliate to serve as your champion and join you for this meeting.



Phase 2

Get connected

Pro Tip #2: It's likely that you're local MCAA Affiliate Executive will assign a staff liaison to work with your committee.

Get Connected

- Contact MCAA's National WiMI to let them know about the new committee! (e-mail wimi@mcaa.org)
- MCAA WiMI will send you a WiMI logo to be used for WiMI related mailings, e-mail signatures, clothing, or other items
- Ask that the committee members be invited to regular business meetings in order to recognize the committee and let those in attendance know how to get involved.



Phase 3

Establish governance and understand the context

Pro Tip #3 – *You're not alone! Connect with other local WiMI committees to learn best practices.*

Establish governance

- Chair or vice chairs – length of terms (your local MCAA Affiliate may have guidelines)
- Major assignments (communications, membership, meetings/events, etc.)

Understand the context

- Local WiMI committees exist under the MCAA/MCAA Affiliate umbrella and operate under their established frameworks.
- If using social media, posts will be respectful, relevant to the industry, and in support of growth of women on the MCAA/MCAA Affiliate community
 - Appropriate hashtags include #WiMI #MCAA #MCAof(local) #womeninconstruction



Phase 4

Get the word out – seek out additional committee members!

Pro Tip #4 – You know what will be most effective in your region to get the word out. Don't hesitate to pick up the phone if that's how your region best communicates.

Survey members of your affiliate to...

- Introduce the new WiMI group
- Recruit additional committee members
- Gauge interest and collect contact information
- *Don't forget to check out the [Local WiMI Committee Templates](#) for sample surveys*

WOMEN in the MECHANICAL INDUSTRY

NorCal WiMI Contractor Survey

We are excited to announce we have established an MCA of Northern California - Women in the Mechanical Industry group!

What is WiMI?
MCAA's Women in the Mechanical Industry (WiMI) initiative enables women in the mechanical industry to further enrich their careers through networking, educational, mentoring and career development opportunities. <https://www.mcaa.org/initiatives/women-in-the-mechanical-industry-initiative/>

What to expect from your Northern California Committee?
We are working to bring awareness of the newly formed committee to all MCA Northern California contractors and affiliates. Our goal is to lay the foundation for the women in our industry to connect and ensure that the WiMI initiatives are promoted to throughout our Nor Cal region.

1. Do you have women in the field (union-affiliated)?

☐ Yes

☐ No

☐ Other (please specify)

2. Do you have women in your office?

☐ Yes

☐ No



Programming Example:

WiMI Kansas City



- 2 planning meetings annually
- **4 WiMI programs annually**
 - **#1: Wine Tasting and Networking Event**
(60 attendees)
 - **#2: Ask Outrageously The Secret to Getting What you Really Want – Seminar**
(70 attendees)
 - **#3: Assertive Communication Virtual Seminar**
We opened this up to all MCA affiliates
(120 attendees)
 - **#4: Golf Lessons**
In the works!

Programming Example:

WiMI Kansas City



Programming Example:

WiMI Metropolitan Washington

Phase 5

Start planning!

Pro Tip #5: Don't forget to delegate and work collaboratively. The committee won't be sustainable if the responsibility all falls to one person.

Start planning & keep it simple

- Many new local WiMI committees start off with two to four events in their first year.
- This helps build interest and momentum without overburdening the planning team.

Additional insights

- Consider hosting events at different times of day to make them accessible to more women.
- Women in Construction Week is in March every year. Consider hosting an event in this window.



Phase 6

Continue to recruit and promote

Pro Tip #6: Don't forget to celebrate what you've accomplished in starting this committee!

Continue to recruit and promote your local WiMI committee

- Recruit more women to join the committee
- Promote your events
- Share your success by sending news and pictures of activities, member accomplishments, etc. to wimi@mcaa.org



FAQ

Who's Invited?

Can women who work for manufacturers be a part of the committee or attend events?

The Local Executive will be able to answer this for you. It will probably depend on whether or not manufacturers are affiliate members of your local MCAA Affiliate.

Can students come to events?

Confirm with your Local Executive, but students from the local MCAA student chapters are often welcome at MCAA Affiliate events.



FAQ: \$

Is there a requirement for WiMI members to pay dues?

On a national level, WiMI members do not pay separate dues. Involvement with WiMI is a benefit of membership with MCAA, but attendance at any national event may require a registration fee. The same may be true for participation on the local level.

Should we charge a fee for attending WiMI events?

The Local Executive will be able to answer this for you depending on how meetings/events expenses are covered for other local committees, but the local MCAA Affiliate would typically cover these expenses.

However, it would be a reasonable expectation that when you are first putting together your committee (prior to meeting with and being approved by the Local Executive) you would be responsible for expenses, for example, if you meet for coffee/lunch/drinks.



FAQ

Securing support

Does our champion need to be one of our employers?

Ideally, your champion is someone who knows you well, but you can look outside your company. The [MCAA Membership Directory & Buyer's Guide](#) may be a good resource.

We've met with the Local MCAA Affiliate Executive, and they were not receptive to the idea of starting a local WiMI committee.

We hope that this doesn't happen. However, if you get a sense of this in your meeting, you can ask to be recognized as a WiMI committee under the MCAA/MCAA Affiliate umbrella without being an official local MCAA Affiliate committee. If they are still not receptive, please reach out to the MCAA WiMI committee through wimi@mcaa.org and we can discuss next steps.



FAQ

Role of Manufacturers

Can we ask manufacturers to host our meetings/events?

The Local Executive can answer this for you as well. Some local associations don't want manufacturers to have access to members if that access hasn't been granted to all manufacturers.



THANK YOU

We're thrilled you're interested in starting a local WiMI Committee. As you begin the planning process, know that you're part of a growing community of local WiMI Committees all over the country.

Let's **leverage what has already been developed** and **promote all women in the mechanical industry**.

To connect with other local WiMI Committees, the National WiMI community, or to ask questions, please contact us at wimi@mcaa.org

Special thanks to Jacki Conn, Kelsey Johnson, Kathy McCauley, and Hannah Monteiro for their help creating these documents