Guidance for the typical steps to the formation and authorization of an Association of IB World Schools.

1. An expression of interest from the group of schools to the Global Centre Head of Development at the relevant Global Centre by email or telephone.

2. A discussion between the interested group and the Global Centre Head of Development about the expectations for Associations as summarized in Criteria for Recognition.

3. A minimum number of schools agreeing and prepared to participate. 8 to 10 is the recommended minimum.

4. Initial steps taken by the prospective Association include;
   a. some well attended formative meetings.
   b. development of objectives and goals for the Association.
   c. consideration of sustainability for funds, leadership and broad participation. Particular care taken to ensure that the membership and leadership will be broadly representative of all IB practitioners.
   d. Consideration taken for necessary legal status in the country.
   e. Development of a constitution.

5. Throughout steps ‘a’ through ‘e’ there should be frequent communication with the Global Centre Head of Development. The Development team can provide guidance during this formative period.

6. Once the Global Centre Head of Development is satisfied that these steps have been fully undertaken and due consideration given, then the proposed constitution is reviewed by the IB Legal & Compliance Department with respect to the criteria and expectations. The IB Legal & Compliance Department will recommend appropriate changes if necessary.

7. Once the constitution is approved, and the Global Centre Head of Development satisfied, the prospective Association becomes a “candidate Association” of IB World Schools.

8. The Candidate Association must demonstrate its sustainability over the next few months through;
   a. Holding some successful and well attended meetings
   b. Demonstrating an ability to deliver services to the membership such as;
      i. Roundtables for teachers
      ii. Meetings with Universities or Governments
      iii. Assistance to interested schools
   c. Reports on these events to be provided to the Global Centre Head of Development during this time.

9. Once the Global Centre Head of Development is satisfied that the criteria can be met, and that the Association can be viable over the long term then the cooperation and licence agreement will be signed by both parties and the Association welcomed as an “authorized Association” of IBWS.