**Women in Business (WiB) Advisory Board Member Agreement**

This Agreement outlines the roles, responsibilities, and expectations for members of the Advisory Board for the Women in Business (WiB) Club at London Business School (LBS). By signing this document, you agree to actively support the mission, strategy, and initiatives of WiB in accordance with the following terms.

# About WiB at LBS

The Women in Business Club (WiB) at London Business School (LBS) celebrates and advances women's leadership. WiB is an organisation that provides extensive support to aspiring women leaders through a suite of activities. These include a flagship conference (EQUALL), networking opportunities, personal and professional development events, recruitment, and mentoring.

# WiB Mission Statement

WE EXIST to support LBS women in their personal and professional development

BY empowering, connecting, and building a community of next-generation leaders

BECAUSE we believe in gender equity, in business and beyond

# Advisory Board Purpose

The Advisory Board for the Women in Business (WiB) Club at London Business School serves as a cornerstone for strategic direction, institutional memory, and long-term success. It ensures that the club maintains continuity, relevance, and a forward-looking approach to fostering women’s leadership, advocacy, and professional development. This guidance is instrumental in helping WiB fulfil its mission of promoting women’s leadership at LBS and beyond.

# Role and Responsibilities

Each Board Member agrees to:

* Provide strategic advice and support to advance the goals and objectives of the club
* Attend quarterly Board meetings with club leadership and actively participate in discussions
* Support the planning and execution of the EQUALL conference, including assistance with:
  + Securing sponsorship opportunities
  + Introductions to keynote speakers and potential panellists
  + Feedback on potential conference themes and panel topics
* Mentor 1-2 assigned pillars within the club, offering guidance and task-specific support as needed

# Board Meetings

* Board meetings are scheduled approximately four times per academic year, typically once per quarter, with a handover session in June
* Agendas and any necessary pre-read materials will be provided at least 72 hours in advance
* While in-person attendance is encouraged, all meetings will have a virtual option to accommodate all members
* Board members to attend at least 50% of Board meetings during the year (with exceptions of extenuating circumstances). This will ensure that all members' time is respected and to maximise live feedback and brainstorming opportunities. Missing 3 consecutive meetings without extenuating circumstances will result in discussion by Board members and Presidents on term continuance

# Tenure, Notice, and Term Limits

Board Term – Each Advisory Board Member will serve a term of three (3) years.

Notice – We ask that board members provide at least a 1-month notice as to their intention to leave and do so between March and July to enable the team to find a replacement before the beginning of the new academic year.

Renewal – Members may be considered for a second term, with the maximum service duration being two (2) consecutive terms (totalling six years).

Renewal Process – At the end of each term, current board members will vote on the renewal of those members seeking an additional term. Renewal will be based on prior contributions and availability of said member.

# Commitment and Acknowledgment

By signing below, you acknowledge your commitment to the responsibilities outlined in this agreement and agree to uphold the mission and objectives of the WiB Advisory Board.

|  |  |
| --- | --- |
| Name: | Ash Booth |
| Signature: | Ash Booth |
| Date: | 15/04/2025 |