# Women in Business (WiB) Advisory Board Member Agreement

This Agreement delineates the roles, responsibilities, and expectations of the Advisory Board members for the Women in Business (WiB) Club at London Business School (LBS). By affixing your signature on this document, you consent to actively endorse the mission, strategy, and initiatives of WiB, abiding by the terms herein.

## About WiB at LBS

The Women in Business Club (WiB) at London Business School (LBS) is dedicated to the celebration and advancement of women's leadership. WiB is an institution that offers comprehensive support to aspiring women leaders through a myriad of activities, including our flagship conference (EQUALL), networking opportunities, personal and professional development events, recruitment, and mentoring.

## WiB Mission Statement

We exist with the purpose of supporting women at LBS in their personal and professional journey, by empowering, connecting, and cultivating a community of future leaders. This is because we strongly 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 is the bedrock of strategic direction, institutional memory, and long-term success. The Board ensures the club's continuity, relevance, and progressive approach towards fostering women's leadership, advocacy, and professional development. The Board's guidance is pivotal in assisting WiB in fulfilling its mission of promoting women's leadership at LBS and beyond.

## Roles and Responsibilities

As a Board member, you agree to:

• Provide strategic advice and support to advance the club's goals and objectives  
• Attend quarterly Board meetings with club leadership and actively contribute to discussions  
• Support the planning and execution of the EQUALL conference, including assistance with securing sponsorship opportunities, introducing keynote speakers and potential panellists, and providing 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 will be held 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 are expected to attend at least 50% of Board meetings during the year (exceptions made for extenuating circumstances). This is to respect all members' time and to maximize live feedback and brainstorming opportunities. Missing 3 consecutive meetings without extenuating circumstances will trigger a discussion by Board members and Presidents on term continuance  
• \*\*Board Term\*\*: Each Advisory Board Member will serve a term of three (3) years.  
• \*\*Notice\*\*: Board members are requested to provide at least a 1-month notice of their intention to depart, preferably between March and July, to allow the team to find a replacement before the onset 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 the member's prior contributions and availability.

## Board Meetings

## Tenure, Notice, and Term Limits

## Commitment and Acknowledgment

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