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Indiana University Undergraduate
Women in Business

WIB is a highly-esteemed organization of talented and driven women at Indiana University. In October 2012, WIB was awarded the “McKaig Legacy Award based on our commitment to Collaboration & Inclusion, Leadership & Development, & Civic Engagement.” Previously, the Kelley School of Business named our organization “Club of the Year 2005-2006.”

Women in Business members are intelligent, ambitious, and highly capable young women pursuing undergraduate degrees at Indiana University’s Bloomington campus. Each year, our club seeks to recognize and recruit talented new members that share our professional values and goals.

What is WIB?

Our organization is comprised of approximately 85 members. Each member is a strong student leader with specific responsibilities to the club. WIB is a Kelley School of Business organization and its mission is as follows:

To support and mentor women through new experiences and learning opportunities so they may succeed in their professional and personal endeavors.

The members of Women in Business

1. Believe in investing in others
2. Are willing to learn and grow
3. Are encouraged to develop their own passions

Why Should I Join?

WIB members share similar goals, values, and visions, yet have unique personal backgrounds and experiences. The club offers exclusive networking opportunities and resources. Members discover much value and personal satisfaction in the relationships they form and achievements they make through WIB each semester. New member motivation tends to vary based on each individual’s stage of education and job search, however some of the best benefits of joining WIB include:

- **Gaining a Campus Connection** – Joining an organization is one of the best ways to get to know students with similar personalities, goals, and ambitions. Many WIB members become close friends and find much academic, professional, and personal support from our strong network of peers. WIB helps members to fully utilize campus and Kelley resources, as well as to become a better student leader.

- **Developing Professional Skills** – Involvement in WIB allows students to gain a competitive advantage in professional networking and career development. The organization seeks to help
members develop skills that are most highly sought after by today’s top companies. Together, members work to gain communication skills, analytical abilities, technical literacy, multitasking talent, interpersonal abilities, leadership/management skills, multicultural sensitivity/awareness, problem-solving skills and teamwork experiences.

- **Achieving Personal Growth** - Above all, WIB is an organization that seeks to help members become confident and capable business leaders. To do so, members must learn to be in touch with their personal and professional values. Members share business values such as honesty, a strong work ethic, dependability, loyalty, a positive attitude, professionalism, self-confidence, self-motivation and willingness to learn. Joining WIB is an excellent way to embrace, enhance, and showcase your professional values.

**How Do I Apply for Membership?**

This packet contains all the information needed to apply for WIB membership. All applicants are interviewed by an Executive Board member and representatives from the Human Resources Committee. Interviews occur during the fall semester for incoming freshmen and sophomores. The club seeks highly-motivated students as we continue to build our organization.

To be considered for membership, candidates must complete the following procedure:

1. **Read this packet in its entirety.**
   - Understand WIB’s basic organizational structure and interview process
   - Highlight positions that match your personal skills and interests

2. **Complete the official WIB Membership Application.**

3. **Electronically submit the application.**

**Membership Application Overview**

In the following sections, you will have an opportunity to learn more about WIB and the organization’s structure. Job descriptions for each WIB position are listed in this packet as well important dates, application materials, and resources.
Getting to Know WIB

“Making business connections may not be a top priority in the minds of a majority of college students, but for members of IU’s WIB club, networking and gaining practical experience for the corporate world are major objectives.”

-Indiana Daily Student, September 2004

Members of WIB view and operate the organization as a business. Our business is profitable when members gain a competitive edge within the business school, learn new skills, and network with peers, faculty, community members, business professionals, and recruiters.

Our Mission

WIB’s mission is to support and mentor women through new experiences and learning opportunities so they may succeed in their professional and personal endeavors. Members of WIB believe in investing in others, are willing to grow and learn, and are encouraged to develop their own passions.

Organizational Structure

Using the organization’s mission statement as a guide, WIB leaders have carefully developed an organizational structure that (1) facilitates an organization through which members’ needs may be directly addressed (2) assigns a unique role and multiple responsibilities to each member and (3) allows the organization to impact the campus and Bloomington community.

There are three types of membership roles in the WIB organizational structure. Executive and Director roles are filled by members that lead committees or manage the strategic vision of the club. Associate roles are filled by members that plan and produce new initiatives and organizational events.

Executive Leadership Roles

Executive roles require significant levels of time commitment, leadership skills, and organizational vision. The President leads the organization and concentrates on strategic vision and relationship building. Vice Presidents report to the President and manage a functional branch of WIB. WIB has five branches: Communications, Finance, Membership, Networking, and Outreach. Together, these individuals ensure that the club runs efficiently and continues to produce new ideas, events, and procedures.
**Director Leadership Roles**

Each branch of WIB is made up of committees that are led by Directors that report to a Vice President. Each Director will lead a team of highly motivated, committed and professional individuals. Directors will lead their committees on unique projects and responsibilities to further the success of the club and personal and professional growth of its members.

**Associate Leadership Roles**

Each Director will lead a team of highly motivated, committed and professional individuals. These teams or committees will consist of Associate Members. Associate Members may expect less of a time commitment than Directors, but will be expected to fully participate and contribute to the organization. Each Associate Member will have unique responsibilities within their committee. Committee sizes may range from 2-5 people.

FIGURE 1.1 WIB Organizational Structure
**Purpose & Benefits**

WIB’s organizational structure has been designed to provide exclusive benefits to its members. By creating a hierarchy of leadership, the organization is able to produce larger events and begin new initiatives each year. WIB is also able to more confidently advertise the group to corporate recruiters. Members can expect to gain significant leadership experience throughout their time in WIB.

**General Membership Expectations**

Members of WIB are expected to adhere to the following guidelines:

- Mandatory attendance at the following events:
  - All Mass Meetings occurring every other Tuesday of the month
  - Professional Development events, including Mock Interviews in October and the Etiquette Dinner in March
  - Pre-Night and Conference occurring Friday evening and Saturday in February
  - All Member Retreat in the fall and Banquet in the spring
  - New Member Retreat (new members only)

- Excused absences include class, school exams, funerals, weddings, family emergencies, the I-CORE case, I-CORE exam weeks, an interview with a company for an internship or job, and any illness where the member is contagious or vomiting. Excuses must be submitted by email to members’ VPs in order to avoid penalization. Each member is allowed two unexcused absences per semester from mandatory events. These absences may not be carried over to the next semester. After two unexcused absences during a semester, the member will be sent a warning email from their VP stating that the member cannot have any more unexcused absences that semester. After three unexcused absences, the member will be required to have a meeting with the President and the VP of her branch. Each case will be considered separately and based on individual circumstances.

- Members are required to attend 5 non-mandatory events per semester. Three of these must be corporate events. A corporate event involves a corporate partner. Failure to meet these requirements will result in membership termination. The executive board will work with members to help them meet their attendance and will make a plan of action for such members.

- Academic Excellence – WIB members will be expected to maintain a minimum 3.0 GPA. In the event that a member’s GPA should fall below a 3.0, she will be required to have a meeting with the President and VP of her branch. She will be placed in a position of lesser responsibility and given one semester to increase her GPA. Failure to do so may result in termination. Final determinations will be made on an individual basis.

- Professional Atmosphere – Events involving professional speakers or recruiters will require business casual attire and a professional attitude.

- Commitment – All members are expected to demonstrate commitment to the organization and their assigned role. Members should fully participate in events and dedicate time each week to fulfilling WIB responsibilities.
Job Descriptions & Interview Process

It is important that current and potential members be aware and knowledgeable of all Executive, Director, and Associate positions. Job descriptions for each position follow this section. All Executive, Director, and Associate positions (except for President) fall under a specific functional WIB branch. The following sections detail each branch and provide job descriptions for the positions within it.
WIB Management:

**WIB President**

The President of WIB will oversee the management of the five WIB branches and will actively manage the strategic direction of the organization. In addition, the President will manage issues with substantial impact on the organization and act as a direct liaison and spokesperson to the public.

The WIB President is elected by members of the organization. Candidates must have significant WIB experience and a specific vision for the club.
Position Overview
Oversee the five branches of the organization. Serve as a direct liaison to the public and university administration.

Essential Job Functions & Responsibilities
- Holds weekly executive meetings with the Vice Presidents
- Demonstrates a willingness to attend committee functions and events
- Maintains availability to aid VPs and Directors in any way, big or small
- Constantly brainstorms ways to improve the organization and implement solutions
- Actively communicates with all members to ensure personal and professional growth
- Attends required Kelley meetings
- Distributes external opportunities to WIB members

Desired Skills & Experience
- At least 2, preferably 3 years as an active member of WIB
- Dedication to the excellence of WIB
- Professional and comfortable working with executives and administrators
- Extremely organized and reliable
- Excellent communication skills, both interpersonal and public speaking

Requirements
- Time commitment is 12-15 hours per week
- This should be the candidate’s primary extracurricular endeavor
The Communications Branch of WIB is responsible for clearly communicating the goals and objectives of the organization to the public. In addition, the branch is responsible for communicating vital information regarding WIB responsibilities and events to members.

FIGURE 1.2 WIB Communications Branch Organizational Structure

**Objectives**

Each semester, the Communications Branch will work to promote the organization, foster communication between other organizations and WIB, facilitate internal communication and efficiently disburse the group’s most important information.

**Branch Structure**

As seen in the Figure 1.2, the Communications Branch has one Vice President and four committees. Each committee will work to accomplish its own objectives in conjunction with those of the Communications Branch.
Position Overview

The Vice President of Communications is the role within WIB that will simulate the expectations of a real Vice President of Communications/Marketing. The VP of Communications is responsible for reporting to and meeting weekly with the President, as well as leading and delegating tasks to the Directors of the Digital Media, Public Relations, Marketing, and Internal Relations committees. The position requires the VP of Communications to have technical skills to maintain the website and newsletter distribution, a creative edge to help the marketing team create a positive and uniform image to showcase the prestige and professionalism of WIB, and organizational skills for internal matters.

Essential Job Functions & Responsibilities

- Assists committees in defining objectives and ensures that all Communications goals are met throughout each semester
- Works to accurately portray the goals of our organization to the public, Indiana University, the Kelley School of Business, and visiting companies
- Promotes a clear understanding of the WIB mission both inside and outside the organization
- Attends weekly meetings with the President and other Executive members, as well as bi-weekly committee meetings with the Directors to get reports on the status of each committee’s progress
- Understands the various roles of each of committee in order to clarify tasks and responsibilities
- Communicates effectively with Directors and is willing to offer assistance or guidance if needed
- Acts as a liaison between the Communications Branch, other WIB members, and the outside professional world
- Performs any functions related to Communications that are asked for by the President
- Demonstrates a willingness to attend committee functions and events

Desired Skills & Experience

- At least 2 years in WIB
- Director experience preferred
- A broad knowledge of each of the following subject areas: Marketing, Web Design, and Newsletter Production; specifically, previous experience with HTML, Adobe Dreamweaver, and/or Graphic Design experience

Requirements

- Time commitment is 7-10 hours per week
Marketing Committee

<table>
<thead>
<tr>
<th>Job Title: Marketing Directors</th>
<th>Number of Positions: 1-2</th>
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<tbody>
<tr>
<td>WIB Branch: Communications</td>
<td>WIB Committee: Marketing</td>
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Position Overview

The Marketing Directors oversee the Marketing committee and help create all of the materials produced to represent WIB. Material produced is seen by our peers at Kelley, other students at IU, and also by companies that visit our conference or other networking events. The Marketing Directors report committee progress to the VP of Communications, and will also work with other committees in WIB to produce materials for a variety of events and purposes. It is imperative that the Marketing Directors work with members of their committee to fairly delegate tasks and allow time to sufficiently complete marketing materials by their respective deadlines. All materials produced must be professional, accurate representations of WIB goals.

Essential Job Functions & Responsibilities

- Oversee activities of the Marketing Committee and all of its members
- Delegate activities to committee members and approve all committee actions including products produced
- Continue the development of a WIB brand, motto, and logo
- Develop templates for promotional materials and membership memorabilia including flyers, posters, banners, displays, business cards, gifts, folders, etc.
- Plan marketing related events

 Desired Skills & Experience

- Background in marketing and/or knowledge of the multiple functions of marketing
- Computer design skills using Adobe Photoshop and InDesign and Microsoft PowerPoint
- Ability to effectively delegate tasks and meet strict deadlines
- Preferably a returning WIB member to ensure an accurate, complete understanding of WIB goals and objective

Requirements

- Time commitment varies throughout the year
- In the summer, you will work to complete recruiting materials: PowerPoint, flyers, recruiting slogan, social media graphics, etc.
- Early Fall semester: work on creating apparel designs with Fundraising
- November-February: work with Conference committee to create PowerPoint, program brochures, flyers, social media graphic, logo, and other Conference marketing materials
- April: collect member data in order to generate statistics for future recruiting and marketing materials
- Throughout the year, you will work on branding WIB, creating a PowerPoint deck for mass meetings, internal club education, holding marketing related events, and creating marketing materials for events that come up throughout the year
Position Overview

The Marketing Associate is involved with the day-to-day marketing activities of WIB and will report directly to the Marketing Directors. They assist the Directors in the continuous evolvement of the WIB image across campus and other external organizations. Marketing Associates receive projects to complete for a variety of WIB sponsored events, which include making any signs, posters, brochures, or apparel necessary to advertise the organization. Associates are expected to complete Marketing materials in a professional and timely manner.

Essential Job Functions & Responsibilities

- Create promotional materials for use across campus including, but not limited to posters, brochures, apparel, and advertisements
- Assist in any changes to the WIB slogan or logo and update as necessary
- Create membership memorabilia including shirts, folders, pens, gifts, etc.
- Help plan marketing related events

Desired Skills & Experience

- An interest in all marketing functions: advertising, design, data collection, internal marketing, sales
- Know how to use creative programs such as Microsoft Publisher/PowerPoint, Adobe Photoshop/InDesign/Illustrator etc.
- Ability to collaborate effectively and efficiently with all members of WIB (there is a lot of work with other committees)
- Some artistic ability or creative talent to make marketing materials aesthetically pleasing
- Be open to give and receive constant feedback about projects

Requirements

- Time commitment varies throughout the year. As an Associate, much of the work is done individually
- In the summer, you will work to complete recruiting materials: PowerPoint, flyers, recruiting slogan, social media graphics, etc.
- Early Fall semester: work on creating apparel designs with Fundraising
- November-February: work with Conference committee to create PowerPoint, program brochures, flyers, social media graphic, logo, and other Conference marketing materials
- April: collect member data in order to generate statistics for future recruiting and marketing materials
- Throughout the year, you will work on branding WIB, creating a PowerPoint deck for mass meetings, holding marketing related events, and creating marketing materials for events that come up throughout the year

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<table>
<thead>
<tr>
<th>Job Title: Marketing Associate</th>
<th>Number of Positions: 3</th>
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<tbody>
<tr>
<td>WIB Branch: Communications</td>
<td>WIB Committee: Marketing</td>
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Digital Media Committee

<table>
<thead>
<tr>
<th>Job Title: Digital Media Director</th>
<th>Number of Positions: 1</th>
</tr>
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<tbody>
<tr>
<td>WIB Branch: Communications</td>
<td>WIB Committee: Digital Media</td>
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Position Overview

The Digital Media Director is an essential function in WIB. The primary responsibility of the Digital Media Director is to work with the Associates to develop the Facebook page, Instagram, Snapchat, Twitter account, and website. The committee is responsible for continuously keeping the organization in communication through the use of the Internet.

Essential Job Functions & Responsibilities

- Communicate with other Directors of the organization to stay current with updates
- Update website as needed to ensure it stays current
- Daily management of the WIB Facebook page to make sure questions are answered
- Provide links to WIB members studying abroad through their personal blogs
- Oversee and delegate tasks to each Associate
- Help Associates create one event each semester such as an introduction to coding seminar

Desired Skills & Experience

- An interest or major in a technical field is appreciated
- Be familiar with all other roles in WIB to network and communicate information to the correct person
- Have minimum experience with Dreamweaver, HTML, or some type of coding
- Must have daily access to e-mail as well as proficiency in e-mail applications
- Clear, concise communication style
- An interest or major in newsletter/media design related fields is expected
- Must have access and be comfortable posting on social media outlets

Requirements

- Time commitment is:
  - First semester, 3-5 hours per week due to updating website with new pictures
  - Second semester, 2-3 hours per week uploading social media and coordinating event
Position Overview
The primary responsibility of the Digital Media Associate is to work under the Digital Media Director to develop the Facebook page, Instagram, Snapchat, Twitter account, and website. Associates are responsible for continuously keeping the organization in communication through the use of the Internet. Also, Associates should continually work to develop ways in which the communication within the club can be improved.

Essential Job Functions & Responsibilities
- Update and manage WIB social media channels to keep members and outside parties informed
- Network and communicate with all other members of the organization to obtain the necessary monthly information that is relevant for all members
- Compile and take photos at WIB events to share these pictures with the rest of the Communications branch to share on the Facebook page and Instagram account
- Attend a majority of WIB events and take pictures at the events for the social media accounts
- Assist director with updating website
- Assist in hosting an event such as an introduction to coding seminar

Desired Skills & Experience
- Familiarity with all other roles in WIB to effectively network and communicate
- Comfortable on social media websites
- Clear and concise communication style

Requirements
- Time commitment is 1-2 hours per week, assisting with social media and event
- In the first month of first semester work load increases due to changes on the website
Public Relations Committee

<table>
<thead>
<tr>
<th>Job Title: Public Relations Director</th>
<th>Number of Positions: 1</th>
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<tbody>
<tr>
<td>WIB Branch: Communications</td>
<td>WIB Committee: Public Relations</td>
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Position Overview
The primary responsibility of the Public Relations Director is to work with Associates to publish monthly newsletters and update the blog. The Director is responsible for having Associates write articles pertaining to current WIB events and achievements in the newsletter, as well as illustrating the newsletter with pictures from WIB events. The Director is also in charge of finding new blog topics each month and delegating blog posts to Associates. The main focus of the Director will be to inform the public and companies of WIB accomplishments.

Essential Job Functions & Responsibilities
- Compile information for and design monthly e-newsletter
- Publish a new blog post each month
- Collect information from club members to develop summer and school year “Weekly Wibber” feature
- Oversee PR related events
- Attend WIB events frequently to accurately write up reviews for the newsletter and press announcement packet
- Finish tasks in a professional and timely manner

Desired Skills & Experience
- Strong writing and communications skills
- Proficiency in Adobe Photoshop, InDesign and Illustrator
- Knowledge of the field of Public Relations
- Previous experience in published works (yearbook, newspaper, etc.) is encouraged

Requirements
- Time commitment is 2-3 hours per week
Position Overview

The primary responsibility of the Public Relations Associate is to assist the Public Relations Director with the monthly newsletter and WIB blog. Associates are responsible for writing articles pertaining to current WIB events and achievements in the newsletter, as well as illustrating the newsletter with pictures from WIB events. Associates will also be responsible for writing blog posts delegated by the Director. The main focus of the Associate member will be to inform the public and companies of WIB accomplishments as delegated by the Director.

Essential Job Functions & Responsibilities

- Help develop the monthly newsletter to give to companies
- Help create new blog posts
- Attend WIB events frequently to accurately write up reviews for the newsletter and press announcement packet
- Finish tasks delegated by the Public Relations Director in a professional and timely manner
- Effectively promote WIB through different types of media on campus
- Assist with PR related events

Desired Skills & Experience

- A great passion for writing and/or layout design
- An interest or major in the field of Public Relations is a plus
- Previous experience in published works (yearbook, newspaper, etc.) is encouraged
- Proficiency in Adobe Photoshop, InDesign or Illustrator is encouraged but not required

Requirements

- Time commitment is 1 hour per week
### Internal Relations Committee

<table>
<thead>
<tr>
<th>Job Title: Internal Relations Director</th>
<th>Number of Positions: 1</th>
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<tr>
<td>WIB Branch: Communications</td>
<td>WIB Committee: Internal Relations</td>
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#### Position Overview

The Internal Relations Director oversees the organization’s administrative needs and membership engagement. In addition to overseeing the email account, it is also their responsibility to make room reservations. IR also tracks attendance for members and ensures members are reaching attendance requirements. Each year IR plans the new member retreat. The Internal Relations Director is also charged with achieving high membership engagement throughout the year. The development of membership recognition processes as well as themes at mass meetings will be crucial for the success of this committee.

#### Essential Job Functions & Responsibilities

- Manage WIB email account daily
- Complete room reservations for events in a timely manner
- Track attendance
- Plan new member retreat (work over the summer is encouraged)
- Support Associates to allow them to learn all the roles and functions within the committee

#### Desired Skills & Experience

- Very organized
- Prompt and reliable
- Excellent time management skills
- High level of excitement and passion for WIB and membership development

#### Requirements

- Time commitment is a constant 2-3 hours per week
**Job Title:** Internal Relations Associate  
**Number of Positions:** 3-4  
**WIB Branch:** Communications  
**WIB Committee:** Internal Relations

### Position Overview

Internal Relations Associates execute the organization’s administrative needs and membership engagement. The committee also chooses special themed meetings to help promote a welcoming atmosphere within the organization. The job of each Associate will either be an administrative job such as coordinating room reservations or maintaining the weekly emails, or a job in planning new member events and themed meetings. As an Associate it is expected that even though you may not be assigned a specific job within the committee that you know how to do it in case the director is unable.

### Essential Job Functions & Responsibilities

- Assist Internal Relations Director
- Manage WIB email account daily and send out weekly email
- Assist with room reservations for events
- Assist with attendance tracking
- Promote high engagement throughout the organization by brainstorming themed meetings
- Assist in planning the new member retreat

### Desired Skills & Experience

- Very organized
- Eager to learn
- Prompt and reliable
- Excellent time management skills
- High level of excitement and passion for WIB and membership development

### Requirements

- Time commitment is 1-2 hour per week.
**WIB Finance Branch**

The Finance Branch of WIB will be responsible for raising and managing capital for the organization. Additionally, the Finance Branch will manage relationships with investors (i.e. Corporate Partners, University Funding, etc.).

**Objectives**

Each semester, the Finance Branch will be responsible for seeking new sources of capital, budgeting WIB's current funds, financial reporting, and capital investments (endowments, scholarships, WIB programs and promotional material, etc.)

**Branch Structure**

As seen in the Figure 1.3, the Finance Branch has one Vice President and three committees. Each committee will work to accomplish its own objectives in conjunction with those of the Finance Branch.
Position Overview

The VP of Finance is essential to sustain the financial stability of WIB. The VP of Finance oversees the WIB account at the Student Organization Accounts (SOA) and is responsible for all reimbursements for the club. Furthermore, she oversees the Corporate Partnership, Capital Management, and Fundraising committees and strives to increase WIB funding each year. While a major in either accounting or finance is not necessary, the VP of Finance must be organized and able to budget WIB’s funds appropriately.

Essential Job Functions & Responsibilities

- Act as a liaison between the Finance Branch and all other members of WIB
- Assist in maximizing WIB funds through new partnerships and fundraisers
- Oversee two accounts and the big picture budget for the organization throughout the year
- Maintain a constant and accurate balance of WIB’s current budget
- Conduct bi-weekly meetings with the heads of each Finance committee to track progress and receive updates
- Meet with Kelley and university officials as needed for monetary needs

Desired Skills & Experience

- Preferably prior experience on the Finance Branch
- Director experience
- Excellent time management skills
- Excellent writing and communication skills
- Extremely organized to oversee bringing in funds and how they are spent for multiple accounts
- Some accounting/finance coursework completed, but major not required
- Must be able to dedicate time (5 hours per week minimum) during the summer months to assist Corporate Partnership

Requirements

- Time commitment is 7-10 hours per week
Capital Management Committee

<table>
<thead>
<tr>
<th>Job Title: Capital Management Co-Director (Corporate Account)</th>
<th>Number of Positions: 1</th>
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<tbody>
<tr>
<td>WIB Branch: Finance</td>
<td>WIB Committee: Capital Management</td>
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Position Overview
The Capital Management Director-Corporate is responsible for managing WIB’s corporate account. The corporate account holds money corporate partners have contributed to WIB. The money in the account is used to fund WIB’s corporate events. The Director managing this account will work with the Finance VP and Capital Management Associates to approve budget requests, complete reimbursements, and work with other committees in the organization to plan corporate events.

Essential Job Functions & Responsibilities
- Meet with Jim Johnson, Assistant Director of Student Engagement, and Kevin Tsoi, Assistant Director of Development, to discuss the budget, acceptable spending, etc.
- Develop good relationships with Kelley faculty and staff
- Delegate responsibilities among committee members
- Keep a record of each committee’s spending
- Complete all reimbursements in a timely manner
- Maintain positive attitude as a committee leader

Desired Skills & Experience
- Organized and detail oriented
- Financially literate
- At least one year of experience in WIB preferred
- Outstanding communication skills
- Very responsible and dedicated
- Time management skills
- Trustworthy and keeps information in confidence

Requirements
- Time commitment is 1 hour per week during fall semester, 2 hours per week during spring semester (due to conference planning time)
**Position Overview**

The Capital Management Director-SOA (Student Organization Account) is responsible for managing all of WIB’s finances related to non-corporate events. The budget is made up of money raised through fundraising and yearly dues ($40). The Director will work with the Finance VP and Capital Management Associates to keep track of the budget, complete all reimbursements, and work with other committees in the organization to establish budgets for events. She must maintain a good relationship with not only the Capital Management Associates, but also work with the Finance VP as a liaison between WIB, the Kelley Staff, and SOA.

**Essential Job Functions & Responsibilities**

- Attend SOA training in the Fall
- Collect dues each semester to ensure adequate funds throughout the year
- Maintain an accurate and updated general ledger
- Delegate responsibilities among committee members
- Approve budgetary requests for each event
- Communicate the SOA reimbursement process to the organization
- Complete all reimbursements for non-corporate events in a timely manner
- Make regular trips to the SOA office to process reimbursements and dues

**Desired Skills & Experience**

- Organized and detail oriented
- Proficient in Excel
- Financially literate
- At least one year of experience in WIB preferred
- Outstanding communication skills
- Trustworthy and keeps information in confidence

**Requirements**

- Time commitment is 2 hours per week during fall semester, 2 hours per week during spring semester
**Position Overview**

The Capital Management Associate works with the Capital Management Director of the Corporate Account to help manage WIB’s corporate spending. The corporate account holds money corporate partners have contributed to WIB. The money in the account is used to fund WIB’s corporate events. Associates work with the Finance VP and Capital Management Director to keep track of committee spending, complete all reimbursements, and work with other committees in the organization to establish budgets for events. She is also encouraged to find innovative ways to improve the efficiency of the Capital Management committee.

**Essential Job Functions & Responsibilities**

- Help advise Director in making budgetary and organizational decisions
- Meet regularly with Director to discuss finance and budgetary issues
- Develop innovative ways to improve the committee’s operations
- Maintain good relationships with Kelley faculty and staff
- Must keep all accounts up-to-date and balanced
- Complete all reimbursements in a timely manner

**Desired Skills & Experience**

- Dedicated and responsible
- Excellent organization and time management skills
- Verbal communication skills
- Willing to share opinions and ideas

**Requirements**

- Time commitment is 1 hour per week
**Job Title:** Capital Management Associate (SOA)  
**Number of Positions:** 1

**WIB Branch:** Finance  
**WIB Committee:** Capital Management

**Position Overview**

The Capital Management Associate play an integral part in WIB’s financial stability. The Associate has her own unique responsibilities pertaining to the committee as delegated by the Director. The Associate should work with the Finance VP and Capital Management Director to keep track of the budget, complete all reimbursements, and work with other committees in the organization to establish budgets for events.

**Essential Job Functions & Responsibilities**

- Compile all spending and organize into clear and logical budgets
- Met regularly with Director to discuss finance and budgetary issues and then take steps to resolve any problems
- Communicate with other members of the organization on their financial plans for the year
- Assist in managing spending for each committee within the organization
- Must keep all accounts up-to-date and balanced

**Desired Skills & Experience**

- Dedicated and responsible
- Excellent organization and time management skills
- Verbal communication skills
- Willing to share opinions and ideas
- Creative and innovative

**Requirements**

- Time commitment is 1 hour per week
Fundraising Committee

<table>
<thead>
<tr>
<th>Job Title: Fundraising Director</th>
<th>Number of Positions: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Finance</td>
<td>WIB Committee: Fundraising</td>
</tr>
</tbody>
</table>

Position Overview
The Fundraising Committee of WIB aims to raise capital for the organization in a variety of ways, many of which involve working with other committees and members. The Fundraising Director leads the Fundraising Committee, which is comprised of her and three Fundraising Associates. The Director must be organized, seeing through projects from idea to execution. The Director strives to create events that engage the entire organization in fun ways while raising money. The Director also plans initiatives to raise money for non-profits and other charitable organizations. Fundraising is in charge of apparel and the Director will lead the planning and ordering process.

Essential Job Functions & Responsibilities
- Oversee the Fundraising Committee
- Identify fundraising needs of WIB
- Delegate tasks to Associates to effectively coordinate and plan multiple business-oriented fundraising events throughout the year
- Work closely with the Marketing committee to develop materials to effectively promote the events and create apparel designs
- Stay in constant contact with committee members and the VP of Finance
- Brainstorm new and creative ways to bring funds into the club
- Maintain and create new contacts with local business owners to promote WIB fundraising events
- Create new initiatives for non-profits and charitable organizations
- Plan and order apparel

Desired Skills & Experience
- Personable, outgoing, and creative
- Persistent, dedicated, hardworking, flexible
- Previous event planning or fundraising experience a plus
- Desire to follow up on and create new contacts
- Time management and organizational skills
- Excellent verbal and written communication skills
- Professional demeanor

Requirements
- The time commitment is 2-3 hours per week
Position Overview

The Fundraising Committee of WIB will be in charge of raising capital for the organization. The Fundraising Associates will be involved in the planning of fundraising, working closely with the Fundraising Director and fellow Associates. Fundraising Associates are expected to brainstorm ideas for initiatives that will raise capital for the organization, as well as aiding in the execution of said ideas. Fundraising Associates work with the Fundraising Director to create and sell WIB apparel. Associates will also help with initiatives for non-profits and charitable organizations. Fundraising Associates work with other committees, such as Marketing and Social, to execute initiatives in the most effective way possible.

Essential Job Functions & Responsibilities

- Brainstorm new ways to bring revenue into the club
- Help to organize and plan fundraising events
- Speak with local business owners about supporting WIB fundraising events
- Plan fundraising events and advertise them appropriately to the club and the campus
- Work with the Marketing committee to develop ways to effectively promote WIB fundraising events and create apparel designs
- Help with apparel creation
- Assist with non-profit and charitable organization initiatives

Desired Skills & Experience

- Creative and innovative
- Outgoing, personable, and professional
- Excellent verbal and written communication skills
- Responsible, organized, persistent, and self-motivated
- Time management skills
- Previous event planning or fundraising experience a plus

Requirements

- The time commitment is 1-2 hours per week
## Corporate Partnership Committee

<table>
<thead>
<tr>
<th>Job Title: Corporate Partnership Directors</th>
<th>Number of Positions: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Finance</td>
<td>WIB Committee: Corporate Sponsorship</td>
</tr>
</tbody>
</table>

### Position Overview

The Corporate Partnership Directors act as the face of WIB to the companies and recruiters, as they are typically their first contact within WIB. The Directors will work extensively over the summer to garner partnerships with previous partners and new companies. The Directors will work to accomplish committee objectives that include building a relationship with the Undergraduate Career Services Office, seeking new partners, managing relationships with current partners, and referring partners to committee Directors for event planning. Additionally, they plan and execute a networking trip to Chicago for the spring semester that introduces WIB members to partners.

### Essential Job Functions & Responsibilities

- Maintain and revise levels of partnership with the creation of a partnership packet
- Utilize resources such as the Kelley Development Office, UCSO, and the internet to attract new partners
- Educate current and potential partners about the goals and objectives of WIB and the achievements of the organization
- Keep Corporate Relations committee informed of potential partners to coordinate events with
- Maintain a working relationship with current partners
- Plan the Chicago networking trip to visit partners

### Desired Skills & Experience

- Previous leadership experience within an organization or student project
- Extremely professional
- Excellent writing and communication skills
- Persistent and self-motivated
- Event planning skills/interest preferred

### Requirements

- Time commitment is 3-5 hours per week
Position Overview

The Corporate Partnership Associate works with the Director to build and maintain relationships with corporate partners. Associates assist in accomplishing committee objectives that include building a relationship with the Kelley Development Office, developing a formal partnership program, seeking new partners, managing relationships with current partners, and referring partners to Corporate Relations Directors for event planning. They assist the Director in the planning and execution of the Chicago networking trip for the spring semester that introduces WIB members to partners. They will have the opportunity to work closely with WIB’s corporate partners during this planning.

Essential Job Functions & Responsibilities

- Design and implement system that allows the committee to keep in contact with partners
- Devise methods to attract new sponsors using resources such as the Development Office, UCSO, internet research, alumni contacts, etc.
- Educate current and potential partners about the overall goals and objectives of WIB and the achievements of the organization
- Market the corporate partners to WIB members
- Plan the Chicago networking trip to visits partners

Desired Skills & Experience

- Excellent writing and communication skills
- Personable and professional
- Persistent and self-motivated

Requirements

- Time commitment is 1-3 hours per week
WIB Membership Branch

The Membership Branch of WIB will be responsible for the recruiting, retention and development of WIB members. In addition, the branch is responsible for planning events that bring meaning beyond professional development and networking in areas such as personal development and relationship building.

FIGURE 1.4 WIB Membership Branch Organizational Structure

Objectives
Each semester, Membership Branch committees will collectively work together for the personal development of each individual member of the organization and maintaining the quality of our members, with a specific emphasis on the personal well-being and development of our members.

Branch Structure
The Membership Branch develops the underlying principles that WIB is founded upon. The branch is composed of 4 committees that will be responsible for recruiting and developing members, attracting potential new women who wish to develop personal and professional skills, and creating opportunities for members to bond and grow personally and socially.
**Position Overview**

The VP of Membership oversees the entire Membership Branch. As VP, she must provide direction to the four Membership committees. She is responsible for overseeing the coordination of recruiting efforts, event planning, and mentorship. Additionally, the VP of Membership must assist her Directors in any way needed.

**Essential Job Functions & Responsibilities**

- Help formulate a list of potential speakers and ideas for the internal event series, as well as for social activities. Finalize events over a month in advance
- Ensure there is a wide variety of dates and events planned by the Social and Personal Development committees in order to maximize member attendance
- Support mentorship within the organization and with the graduate Women in Business (KWIB)
- Plan and coordinate the recruiting efforts for WIB, including the call-out meeting, pre-recruiting events, application development and review, pre-night, and interview processes
- Lead HR Directors and the rest of the Executive Board in defining the qualities wanted in potential new members and the direction of the recruiting process in the fall
- Attend weekly executive meetings led by the President
- Hold bi-weekly branch meetings with each Director in the branch

**Desired Skills & Experience**

- Returning WIB member, preferably with Director experience
- Very organized, with high attention to detail
- Excellent written and oral communication skills
- Extremely prompt and reliable
- Excellent manager and motivator
- Outgoing and personable
- Confident and professional
- Extremely prompt and reliable
- Positive attitude and creative ability

**Requirements**

- Time commitment is 7-10 hours per week (upwards of 15+ hours a week during organization recruiting during August/September)
Position Overview

The Personal Development Directors specifically are responsible for planning and hosting monthly events exclusively for members that relate to WIB's goals and missions. The goal of the Personal Development Directors is to guide members through events that center on developing their entire self. These events should build female confidence and ability by providing workshops that promote a healthy, happy well-being. Personal Development tries to implement new ideas every year to keep things fun and fresh.

Essential Job Functions & Responsibilities

- Delegate tasks to Associates as necessary
- Plan and organize WIB exclusive events
- Work with the VP of Membership and the Capital Management Director to secure necessary funding for events
- Brainstorm creative event ideas for members to maintain and improve personal health and wellbeing, ultimately impacting your professional life as well
- Prepare room and speaker for events before event

Desired Skills & Experience

- Experience in planning successful events
- Excellent motivator
- Creative thinker
- Strong written and oral communication skills
- Ability to effectively delegate tasks
- Ability to multi-task
- Maintain and develop potential contacts for future event

Requirements

- Time commitment is about 1 hour per week. Additional ~3 hours during the weeks we host events due to planning, setting up, buying supplies, and hosting the event
Position Overview

The Personal Development Associates will assist the Personal Development Directors in planning frequent events that are exclusively for WIB members in relation to our goals and mission. Associates will work with the Personal Development Director to plan events that center on developing their entire self. These events should build female confidence and ability by providing workshops that promote a healthy, happy well-being. Personal Development tries to implement new ideas every year to keep things fun and fresh.

Essential Job Functions & Responsibilities

- Assist Personal Development Directors in event planning and coordination
- Host events along with Personal Development Directors
- Provide administrative needs for Directors such as setting dates, requesting rooms, and preparing budget sheets
- Brainstorm events that would benefit our members

Desired Skills & Experience

- Creativity in planning events and presentations
- Excellent written and oral communication skills
- Excellent time management skills
- Commitment to improving her level of participation in WIB

Requirements

- Time commitment is about 1 hour per week. Additional ~2 hours during the weeks we host events due to planning, setting up, buying supplies, and hosting the event.
Social Committee

<table>
<thead>
<tr>
<th>Job Title: Social Directors</th>
<th>Number of Positions: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Membership</td>
<td>WIB Committee: Social</td>
</tr>
</tbody>
</table>

Position Overview

It is the responsibility of the Social Directors to plan events that incorporate both networking skills and social skills for the members of WIB. It is important for members to know each other on a personal level. The Social Directors will be responsible for creating events throughout the year that will facilitate camaraderie in a fun and creative manner. Social Directors are also in charge of the all member retreat in the fall and the end of year banquet in the spring.

Essential Job Functions & Responsibilities

• Create a list of potential social event ideas at the beginning of each semester
• Plan all-member retreat after new members are selected
• Hold one to two social events per month
• Plan the end-of-the year banquet
• Determine ways to maximize member attendance at social events
• Attend bi-weekly branch meetings hosted by the VP of Membership
• Delegate tasks to Associates as necessary

Desired Skills & Experience

• Outgoing and personable
• Creative when it comes to planning new social ideas
• Extremely prompt and dependable
• Very organized
• Confident and professional

Requirements

• Time commitment is heavy when planning for and hosting an event, 2-3 hours. On a weekly basis, time commitment is only 2 hours.
Position Overview

The goal of the Social committee is to create a friendly atmosphere within the club, which will facilitate successful networking among members. The Social Associates’ role is to aid the Social Directors in planning and hosting Social events. Associates will also help plan the all member retreat in the fall and the end of year banquet in the spring.

Essential Job Functions & Responsibilities

- Brainstorm creative social activities for the organization
- Plan at least one event per year from start to finish
- Perform tasks assigned by the Social Directors in a thorough and timely manner
- Examples of potential tasks include making phone calls to set up events, arriving early to set up, and greeting members
- Make an extra effort to get to know the members of the organization

 Desired Skills & Experience

- Personable and outgoing
- Extremely prompt and dependable
- Organized
- Confident and professional
- Commitment to improving her level of participation in WIB

Requirements

- Time commitment is heavy when planning for and hosting an event, 2-3 hours. On a weekly basis, time commitment is only 1 hours.
Human Resources Committee

<table>
<thead>
<tr>
<th>Job Title: Human Resources Directors</th>
<th>Number of Positions: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Membership</td>
<td>WIB Committee: Human Resources</td>
</tr>
</tbody>
</table>

Position Overview

The Directors of Human Resources serve a vital role in the maintenance and development of the organization. The Directors serve a role similar to a human resources department in a typical business. Some of the general responsibilities will include coordinating all activities related to membership selection (interviewing and recruiting), developing sound organizational practices, and coordinating new projects related to membership.

Essential Job Functions & Responsibilities

- Work on a six-member team to coordinate and execute the recruiting process
- Review applications and conduct interviews for potential new WIB members during the fall semester
- Work with the Marketing committee to develop and distribute recruiting materials
- Serve as a representative of WIB during the recruiting process
- Express personal experience in WIB to engage potential new members
- Help develop WIB on-boarding program to successfully transition new members into the organization with Mentorship committee

Desired Skills & Experience

- Strong communication and interpersonal skills
- Attention to detail
- Outgoing and personable
- Confident and professional
- Extremely prompt and reliable
- Excellent time management and organizational skills
- Significant passion for and experience within the WIB organization

Requirements

- Time commitment is 2-4 hours per week, but will be significantly greater during the recruiting and interview processes.
Mentorship Committee

<table>
<thead>
<tr>
<th>Job Title: Mentorship Director</th>
<th>Number of Positions: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Membership</td>
<td>WIB Committee: Mentorship</td>
</tr>
</tbody>
</table>

Position Overview

The Mentorship Director is responsible for creating and implementing mentorship opportunities for our members. The Director will work with the Kelley Women in Business organization of graduate school members to create mentor pairs and put on events for networking and education experiences between our clubs. The Director will also take charge of the internal mentorship opportunities for our members. The Director leads her committee in creating one-on-one mentor pairs. The Director will create a system and provide events or activities for mentors and mentees to participate in and promote other opportunities for mentors and mentees to work with and learn from each other.

Essential Job Functions & Responsibilities

- Communicate with KWIB about mentor assignments
- Work with KWIB to create and promote events for both clubs
- Promote engagement among club members
- Create mentor-mentee pairs
- Plan events for mentor-mentee pairs
- Work with Human Resources committee to promote new member integration and mentorship
- Support Associates to allow them to learn all the roles and functions within the committee

Desired Skills & Experience

- Very organized
- Prompt and reliable
- Excellent time management skills
- High level of excitement and passion for WIB and membership development

Requirements

- Time commitment is about 3-4 hours per week
**Job Title:** Mentorship Associate  
**Number of Positions:** 3

| WIB Branch: Member | WIB Committee: Mentorship |

**Position Overview**

The Mentorship Associates help the Director organize mentorship efforts. Associates will assist in working with the Kelley Women in Business organization of graduate school members to put on events for networking and education experiences between our clubs. Associates will also help coordinate the internal mentorship opportunities for our members. Associates will assist with creating one-on-one mentor pairs. The committee will create a system and provide events or activities for mentors to participate in and promote other opportunities for mentors to work with and learn from each other.

**Essential Job Functions & Responsibilities**

- Work with KWIB to create and promote events for both clubs
- Promote engagement among club members
- Help create mentor-mentee pairs
- Assist in planning events for mentor-mentee pairs
- Work with Human Resources committee to promote new member integration and mentorship

**Desired Skills & Experience**

- Very organized
- Prompt and reliable
- Excellent time management skills
- High level of excitement and passion for WIB and membership development

**Requirements**

- Time commitment is about 2 hours per week
WIB Networking Branch

The Networking Branch of WIB will be responsible for building relationships between WIB and the professional business world. This includes planning and executing all corporate and professionalism events, as well as planning the annual WIB conference.

FIGURE 1.5 WIB Networking Branch Organizational Structure

Objectives

The Networking Branch of WIB communicates and networks with members of the professional business world through building and maintaining relationships with recruiters, company representatives, and relevant speakers. Through professional skill-building and corporate leader partnerships, we strive to hone the necessary skills leading to success in the business world, and to provide women with a foundational network for a professional future.

Branch Structure

As seen in Figure 1.5, the Networking Branch has one Vice President and three committees. Each committee will work to accomplish its own objectives in conjunction with those of the Networking Branch.
Position Overview

The VP of Networking oversees the members of the Networking Branch of WIB. The VP will be responsible for monitoring, assessing, and empowering the actions of the three Networking committees. The VP will provide sound guidance, advice and encouragement to the planning process as ideas of the Directors and Associates are followed through. The VP may even implement her own structure as to how to improve the objectives of the Networking Branch and convene with fellow members. The objectives of the position include developing relationships with professionals in order to empower members with professional networks, business skills, and real-world experiences.

Essential Job Functions & Responsibilities

- Oversee Directors of Networking Branch
- Set up meetings with Directors and Associates to plan and evaluate events
- Communicate frequently with branch Directors with updates regarding partners
- Provide an example to members of strong leadership and development skills
- Attend majority of events hosted by Networking Branch
- Ensure members are building valuable relationships with partners
- Network with business professionals on behalf of WIB

Desired Skills & Experience

- Excellent written and oral communication skills
- Outstanding organizational and time management skills
- Extremely prompt and reliable
- Confident and professional
- Ability to effectively network and develop potential contacts
- Excellent manager and motivator

Requirements

- Time Commitment is 7-10 hours per week
Position Overview

The Professional Development Directors are responsible for planning and hosting events that help develop our members professionally and give them an edge over other Kelley students. The goal of the Professional Development Directors is to provide members with the skills and tools necessary to gain employment of choice. The Professional Development Directors should also strive to give their Associates chances to take on higher level responsibilities. Events that the Directors will be responsible for include: the etiquette dinner, mock interviews, skill-building workshops, and tutorials.

Essential Job Functions & Responsibilities
- Plan WIB’s annual Etiquette Dinner
- Plan the annual mock interview event
- Plan and organize WIB exclusive Professional Development events
- Assist with planning the annual resume workshop
- Communicate with corporate partners about attending events
- Encourage Associates to take on additional responsibilities, and help them facilitate new ideas

Desired Skills & Experience
- Excellent written and oral communication skills, attention to detail
- Excellent manager and motivator with time management and organizational skills
- Confident and professional
- Event planning experience preferred
- Ability to effectively network and develop potential contacts

Requirements
- Time commitment is 4-6 hours per week when planning an event.
- Time commitment is 2-3 hours on normal weeks.
**Position Overview**

The goal of the Professional Development committee is to provide WIB members with a competitive advantage in business education, employment opportunities, and career development in the business world by providing experiences that will enhance members' professional skills and confidence. The goal of Professional Development Associates is to work with their Directors to plan events that will educate club members and make them more well-rounded professionals.

**Essential Job Functions & Responsibilities**

- Help plan WIB's annual Etiquette Dinner
- Help plan the annual mock interview event
- Help plan and organize WIB exclusive Professional Development events
- Plan the annual resume workshop
- Brainstorm and contribute meaningful and relevant ideas for events
- Perform tasks assigned by the Director diligently and in a timely manner

**Desired Skills & Experience**

- Excellent written and oral communication skills
- Confident and professional
- Ability to effectively network and develop potential contacts
- Time management and organizational skills
- Prompt and reliable

**Requirements**

- Time commitment is 2-3 hours per week during an event planning week.
- Time commitment is 1-2 hours on normal weeks.
Corporate Relations Committee

<table>
<thead>
<tr>
<th>Job Title: Corporate Relations Directors</th>
<th>Number of Positions: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Networking</td>
<td>Committee: Corporate Relations</td>
</tr>
</tbody>
</table>

Position Overview
The Corporate Relations Directors will work closely with Corporate Relations Associates to seek professional organizations that are relevant to WIB members outside of the university network. The Directors will also work with Associates to plan and schedule as many recruiting opportunities as possible.

Essential Job Functions & Responsibilities
- Plan and organize exclusive events that provide members with networking opportunities with professionals for the purpose of gaining internship opportunities or job insight
- Responsible for creating and maintaining relationships with corporate recruiters and business professionals
- Manage communication with numerous contacts while simultaneously planning multiple events
- Plan a variety of events with companies and organizations that interest the members
- Collaborate with other committees in WIB when applicable (Corporate Partnership, Professional Development, Alumni Relations, etc.)
- Manage Corporate Relations Associates and delegate tasks to Associates
- Guide Associates on professional methods of communication with business professionals

Desired Skills & Experience
- Excellent communication and networking skills demonstrated through practical experience
- Special emphasis on professionalism, prompt email communication, and phone etiquette
- Leadership and management abilities also demonstrated through experience
- Creative and innovative ideas
- Must feel comfortable communicating with business professionals on a regular basis
- Must maintain a professional attitude and appearance when communicating with current or potential recruiters
- Must be detail-oriented and organized in order to plan and execute successful events with recruiters

Requirements
- Time commitment is 8-10 hours per week in the fall, 5-7 hours per week in the spring
Position Overview
The Corporate Relations Associates will work closely with the Corporate Relations Directors to seek professional organizations that are relevant to WIB members outside of the university network. The Associates will help manage relationships with our partners and be involved in the events, from initial contact through follow up thank-you note.

Essential Job Functions & Responsibilities
- Assist the Directors in organizing WIB-exclusive events to network with corporate representatives
- Associates will eventually plan and execute multiple events with partners
- Brainstorm and contribute relevant and creative ideas for new events with companies
- Develop and maintain relationships with professional contacts

Desired Skills & Experience
- Excellent written and oral communication skills
- Special emphasis on professionalism, prompt email communication, and phone etiquette
- Confident and professional
- Extremely prompt and reliable, especially with following up with our corporate partners
- Ability to effectively network and develop potential contacts
- Must be detail-oriented and organized in order to plan and execute successful events with recruiters
- Creative and innovative ideas

Requirements
- Time commitment is 6-8 hours per week in fall and 4-6 hours per week in spring
Conference Committee

<table>
<thead>
<tr>
<th>Job Title: Conference Directors</th>
<th>Number of Positions: 2</th>
</tr>
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<tbody>
<tr>
<td>WIB Branch: Networking</td>
<td>WIB Committee: Conference</td>
</tr>
</tbody>
</table>

Position Overview

The Conference committee plans a two-day event open to the Kelley community in the spring (generally end of February-early March). The event serves as a platform for women’s empowerment dialogue that provides networking opportunities with representatives from top-recruiting companies. The Pre-Night is an intimate event for WIB members only that entails dinner and an introduction to the theme of the weekend. The following day is split between WIB only activities and speakers open to the public. The Conference Directors are in charge of creating the event from start to finish. Directors will work to secure speakers and will set up each detail of the event.

Essential Job Functions & Responsibilities

- Report progress to the VP of Networking
- Work with VP of Finance and Capital Management committee for budget
- Work with Internal Relations on room reservations
- Work with Marketing on event logo, color scheme, and marketing materials
- Work with Kelley Relations on invitation outreach
- Creative scheduling and logistical planning
- Investigate and select motivational keynote and featured speakers
- Manage invitations to select WIB sponsors for roundtable discussions
- Oversee the development of and delegation to Associates

Desired Skills & Experience

- Previous leadership and event planning experience
- Returning WIB member
- Ability to delegate tasks to others within the committee
- Creativity with follow-through
- Excellent written communication
- Excellent trouble shooting skills
- Extremely organized and detail-oriented
- Ability to research and contact speakers, venues, and other needed Conference resources
- Professional presence when speaking to others about Conference

Requirements

- Time commitment is 5 hours per week (fewer at the beginning of the year, more as Conference approaches)
Position Overview
Conference Associates assist the Directors with all details for the event. Associates will work to secure room reservations, catering, speakers, and partners. Associates will also assist with planning Pre-Night. Associates will be involved in the entire planning process and will provide assistance to the Directors as needed.

Essential Job Functions & Responsibilities
• Maintaining prompt, clear, and concise communication via email and conversation
• Work with VP of Finance and Capital Management committee for budget
• Work with Internal Relations on room reservations
• Work with Marketing on event logo, color scheme, and marketing materials
• Work with Kelley Relations on invitation outreach
• Creative scheduling and logistical planning
• Investigate and select motivational Keynote and featured speakers

Desired Skills & Experience
• Creativity with follow-through
• Excellent written communication
• Excellent trouble shooting skills
• Extremely organized and detail-oriented
• Ability to research and contact speakers, venues, and other needed Conference resources
• Professional presence when speaking to others about Conference

Requirements
• Time commitment is 3 hours per week (fewer at the beginning of the year, more as Conference approaches)
WIB Outreach Branch

The Outreach Branch of WIB will focus on the management and development of WIB’s relationships with the IU community and beyond. The branch will seek to create and foster meaningful networking and humanitarian opportunities for WIB members, other campus organizations, and the community.

FIGURE 1.6 WIB Outreach Branch
Organizational Structure

Objectives
Each semester, Outreach Branch committees will work together to develop and continually strengthen unique networking opportunities for women and diverse populations pursuing, or thinking about pursuing, a career in business. Additionally, the Outreach Branch will strive to create and continue to develop meaningful philanthropic contributions within the surrounding community.

Branch Structure
The Outreach Branch recognizes and develops unique networking and humanitarian opportunities for women and minority groups in the IU campus and surrounding community. The branch is composed of 4 committees that will be responsible for understanding the diversity challenges facing the business world, developing meaningful relationships within the campus and local communities, maintaining meaningful philanthropic contributions to the Bloomington community, and maintaining connections with WIB alumni.
Position Overview

The VP of Outreach oversees the entire Outreach Branch. It is her responsibility to understand the functions and objectives of the Diversity, Kelley Relations, Social Responsibility, and Alumni Relations committees. Additionally, she must strive to understand the local communities and their unique opportunities, as well as, provide assistance and direction to her Directors in order to foster and continually develop these community relationships.

Essential Job Functions & Responsibilities

- Have a list of potential ideas for each committee and help guide them in their events and planning
- Attend weekly executive meetings led by the President
- Work to understand the various campus and local organizations and how they relate to a wide assortment of diversity initiatives
- Constantly seek out new opportunities for WIB to be involved on campus and in the community
- Help to build and encourage the local WIB network
- Work to facilitate alumni connections

Desired Skills & Experience

- Personable and professional
- Ability to effectively network and build upon those networks
- Excellent communication skills, both writing and speaking
- Extremely prompt and reliable
- Excellent time management skills
- Able to effectively delegate and juggle many tasks at once

Requirements

- Time commitment is 7-10 hours per week
Alumni Relations Committee

<table>
<thead>
<tr>
<th>Job Title: Alumni Relations Director</th>
<th>Number of Positions: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Outreach</td>
<td>WIB Committee: Alumni Relations</td>
</tr>
</tbody>
</table>

Position Overview
The Alumni Relations committee seeks to maintain and develop relationships with WIB alumni. Alumni are very beneficial to WIB members because they can offer insightful career advice and can offer internship and job opportunities to members. The Director of the Alumni Relations committee is in charge of creating fresh ideas to meet and connect with alumni. The Director will provide WIB members with an important network and an opportunity to connect with like-minded woman professionals.

Essential Job Functions & Responsibilities
- Delegate tasks to Associates as necessary
- Hold committee meetings when necessary
- Plan events for WIB alumni and current WIB members to connect and build relationships
- Keep alumni up-to-date on WIB and its members throughout the year
- Develop new and innovative ways to network with alumni
- Maintain the WIB Alumni LinkedIn page

Desired Skills & Experience
- Excellent written and oral communication skills
- Professional and confident
- Ability to effectively network, including maintaining and developing relationships with alumni
- Some creative ability to plan new event ideas
- Self-motivated
- Ability to effectively delegate tasks
- LinkedIn experience

Requirements
- Time Commitment is 2 hours per week
Position Overview
The Alumni Relations committee seeks to maintain and develop relationships with WIB alumni and other Kelley School women graduates. Alumni are very beneficial to WIB members because they can offer insightful career advice and can offer internship and job opportunities to members. Associates will help with spotlighting alumni to be shown at mass meetings and help plan events for the alumni. The Alumni Relations Associates will assist her Director in providing WIB members with an important network and an opportunity to connect with like-minded woman professionals.

Essential Job Functions & Responsibilities
• Assist the Director in creating opportunities for WIB members and alumni to network and build relationships
• Keep WIB alumni informed of the goings-on of WIB and its members throughout the year
• Develop new and innovative ways to network with alumni
• Create alumni spotlights to be shown at Mass Meetings

Desired Skills & Experience
• Excellent written and oral communication skills
• Professional and confident
• A desire to build upon her networking skills and develop relationships with alumni
• Some creative ability to plan new event ideas

Requirements
• Time commitment is 1 hour per week
Diversity Initiatives Committee

<table>
<thead>
<tr>
<th>Job Title: Diversity Initiatives Director</th>
<th>Number of Positions: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Outreach</td>
<td>WIB Committee: Diversity Initiatives</td>
</tr>
</tbody>
</table>

**Position Overview**

The Diversity Initiatives Committee is responsible for engaging WIB members in the discussion of diversity and creating opportunities for members to expand their worldview. The Director of Diversity Initiatives is responsible for creating partnerships between WIB and other diversity-rich populations in the business school, the IU Community, and beyond. Throughout the semester, the Director will work to engage WIB members to the many facets of diversity. The Director may choose to plan activities at mass-meetings or plan or collaborate on a program that focuses on one such facet of diversity.

**Essential Job Functions & Responsibilities**

- Delegate tasks to Associates as necessary
- Hold committee meetings when necessary
- Plan events regarding topics related to diversity
- Strive to understand the diversity issues facing the Kelley school and the business world, and develop ways to address and discuss them
- Collaborate with campus cultural centers and organizations that also value diversity
- Include international travel, studying abroad, and learning about new cultures as themes/topics in planning diversity events

**Desired Skills & Experience**

- Self-motivator
- Ability to effectively delegate tasks and coordinate among committee members
- A desire to learn more about and offer solutions to the diversity issues facing the professional world
- Passionate about diversity
- Personable and comfortable facilitating discussions surrounding diversity topics
- Confident and professional
- Effective communicator
- Excellent listener

**Requirements**

- Time commitment is 2-4 hours per week
**Job Title:** Diversity Initiatives Associate  
**Number of Positions:** 3

**WIB Branch:** Outreach  
**WIB Committee:** Diversity Initiatives

### Position Overview

The Diversity Initiatives Associates assists their Director in creating partnerships between WIB and other diversity-rich populations in the business school, the IU Community, and beyond. Throughout the semester, Associates will assist the Director to engage WIB members with the many facets of diversity. The Associates will assist with activities at mass-meetings or plan/collaborate on a program that focus on one such facet of diversity.

### Essential Job Functions & Responsibilities

- Attend committee meetings when necessary
- Strive to understand the diversity issues facing the Kelley school and the business world, and develop ways to address them
- Collaborate with campus cultural centers and organizations that also value diversity
- Help plan events regarding topics related to diversity

### Desired Skills & Experience

- A desire to learn more about and offer solutions to the diversity issues facing the professional world
- Passionate about diversity
- Confident and professional
- Personable and comfortable facilitating discussions surrounding diversity topics
- Effective communicator

### Requirements

- Time commitment is 1-2 hours per week
Kelley Relations Committee

<table>
<thead>
<tr>
<th>Job Title: Kelley Relations Director</th>
<th>Number of Positions: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Outreach</td>
<td>WIB Committee: Kelley Relations</td>
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</tbody>
</table>

Position Overview

The Kelley Relations committee is responsible for building and nurturing relationships between WIB and the Kelley Community. The Kelley Relations Director works with other Kelley organizations, Kelley professors, and Kelley Student Government to develop events designed to increase collaboration between WIB and the Kelley Community. This committee will contain a delegate to the Kelley Student Government who will attend bi-weekly meetings as a liaison between our organization and the greater Kelley community and communicate opportunities for funding, networking, and professional growth.

Essential Job Functions & Responsibilities

- Design professional, informative, and social events that involve collaboration with the greater Kelley community as a whole
- Work with Kelley Student Government to plan the annual Mr. and Ms. Kelley event
- Assist the Conference committee with marking WIB’s annual conference to the Kelley Community
- Leverage personal network to develop relationships and facilitate discussion between the Kelley community and WIB

Desired Skills & Experience

- Excellent email communication skills
- Excellent manager and motivator
- Extremely prompt and reliable
- Ability to effectively network and develop relationships with potential contacts
- Self-motivated and goal-oriented
- Excellent organization skills
- A desire to increase WIB’s involvement on campus
- Confident and professional

Requirements

- Time Commitment is 2-5 hours per week
Position Overview

The Kelley Relations committee is responsible for building and nurturing relationships between WIB and the Kelley Community. The Kelley Relations Associates works with other Kelley organizations, Kelley Professors, and Kelley Student Government to develop events designed to increase collaboration between WIB and the Kelley Community. They are responsible for making connections across campus and leveraging their personal network to promote unity and community amongst Kelley organizations.

Essential Job Functions & Responsibilities

- Assist Director in brainstorming professional, informative, and social events that involve collaboration with the Kelley community
- Work with Director to assist the Conference committee with marking WIB’s annual conference to the Kelley community
- Leverage personal network to develop relationships and facilitate discussion between the Kelley community and WIB
- Assist with planning events that support other Kelley organizations

Desired Skills & Experience

- Excellent email communication skills
- Extremely prompt and reliable
- Ability to effectively network and develop relationships with potential contacts
- A desire to increase WIB’s involvement on campus
- Confident and professional

Requirements

- Time Commitment is 1-2 hours per week
Social Responsibility Committee

<table>
<thead>
<tr>
<th>Job Title: Social Responsibility Director</th>
<th>Number of Positions: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIB Branch: Outreach</td>
<td>WIB Committee: Social Responsibility</td>
</tr>
</tbody>
</table>

Position Overview
The Social Responsibility committee within the Outreach Branch is responsible for providing support of charitable organizations within the Bloomington community, statewide as well as nationally. The Social Responsibility Director is responsible for planning, organizing, and leading events to get members involved in philanthropic work.

Essential Job Functions & Responsibilities
- Manage and oversee Social Responsibility Associates
- Delegate tasks to Associates as necessary
- Hold committee meetings as necessary
- Research and select charitable organizations to work with that will best fit WIB’s members and other resources
- Communicate with chosen charitable organizations to understand their needs
- Maintain a network and record of charitable organizations that need aid
- Provide an opportunity for members to be socially responsible individuals

Desired Skills & Experience
- Creative and able to host multiple events each semester
- Organized, prompt, and reliable
- Excellent motivator
- Maintain a network and record of non-profit organizations to continue community service into future years
- Persistent communication style to get members involved

Requirements
- Time commitment is 1-2 hours per week on a normal basis. Time commitment can increase to 4 hours a week if there is an event.
Position Overview

The Social Responsibility committee of WIB seeks to aid worthy organizations within the Bloomington area and beyond in order to gain a strong network within the local community and on campus and provide WIB members with opportunities to give back. The Social Responsibility Associates assist the Director in organizing several events a semester.

Essential Job Functions & Responsibilities

- Complete tasks delegated by the Social Responsibility Director
- Aid in the planning of community service events
- Build and maintain relations with charitable organizations of choice
- Maintain and improve structure of chosen event for coming years

Desired Skills & Experience

- Strong written and oral communication skills
- Organization and management
- Ability to work with others in the committee
- Ability to make connections with community members
- Passion to give back

Requirements

- Time commitment is 1 hours per week on a normal basis. Time commitment can increase to 1-3 hours a week if there is an event.