

1. DUTIES OF THE WAIB OFFICERS

a. President

- i. The President shall preside at all meetings of WAIB, either in-person or virtually (via live, electronic conferencing tool). If the President cannot attend a meeting, the meeting should be rescheduled, or the President and Vice-President can decide if the Vice-President will stand-in for the President.
- ii. The President shall appoint and instruct all committees.
- iii. The President shall be responsible for administrative direction of the organization, supervising the functions of other Officers.
- iv. The President shall be responsible for oversight of WAIB funds (currently held at the Central Office of the Academy of International Business by AIB Secretariat), in consultation with the Managing Director of AIB and the Secretary-Treasurer of WAIB, and AIB Secretariat as needed.
- v. The President shall work with the Secretary-Treasurer to request and maintain accurate written annual reports of all monies received and disbursed on behalf of WAIB by AIB Secretariat the AIB Central Office and by the Secretary-Treasurer of WAIB.
- vi. The President shall work with the Secretary-Treasurer to keep written records of the administration of WAIB for future use and consultation. Certain items may be archived on the WAIB webpage, accessible through the homepage of the parent organization, AIB.
- vii. The President shall work with the other Executive Board members to be responsible for organizing one or more WAIB-sponsored annual panel proposal(s) for submission according to the Call for Papers for each annual conference of AIB.
- viii. In consultation with AIB Secretariat the Managing Director of the Central Office of AIB, the President shall submit an annual budget for WAIB (see Section 4 below), through the Vice-President for Administration of AIB for approval by the AIB Executive Board, no later than three (3) weeks prior to the AIB annual conference.
- ix. The President shall submit a written annual report of WAIB's activities to the AIB Secretary, no later than three (3) weeks prior to the AIB annual conference. The President shall also present this written annual report to WAIB members attending the WAIB Annual Business Meeting which shall be held during the annual conference of AIB. This report shall be disseminated to the membership through the WAIB webpage.
- x. The President shall be the primary means of communication with AIB Secretariat and the AIB Executive Board.

xi. The President shall serve as the WAIB representative on the Chapter Coordination Committee of the Academy of International Business at its annual conference.

xii. The President shall be responsible for working with the Events Officer to organize a WAIB-sponsored networking event at the WAIB Annual Business Meeting.

xiii. The President will mentor and oversee the prioritization of workload for the Student Faculty-Member-at-Large, as needed.

b. Vice-President

i. The Vice-President shall assist the President with responsibilities designated by the President, and partner with other Executive Board members on their duties and tasks as needed.

ii. In the President's absence or inability to serve, the Vice-President shall perform the President's duties.

iii. The Vice-President shall be responsible for managing WAIB awards (e.g. Woman of the Year, Emerging Scholar) including requirements, solicitation, and implementation. Some responsibilities may be delegated, upon consultation with the President (e.g. Academic Officer work on a research-related award, i.e. best paper).

The Vice-President shall be responsible for organizing a WAIB-sponsored networking event at the WAIB Annual Business Meeting, with a budget to be approved by the President of WAIB.

c. Secretary-Treasurer

i. The Secretary-Treasurer shall be responsible for keeping the Minutes of WAIB Executive Committee and Annual Business Meetings, if present and participating, and responsible for general maintenance of WAIB historical records and organization of documents.

ii. The Secretary-Treasurer shall be responsible for the distribution of any written materials intended for circulation among the WAIB membership, as determined by the President.

iii. The Secretary-Treasurer shall be responsible for active solicitation of funds, pledges or gifts from relevant institutions to support WAIB activities from year to year.

iv. The Secretary-Treasurer shall be responsible for administering the WAIB Helping Hands scholarship campaign, including fundraising, soliciting applications from potential

recipients, working with AIB Secretariat to distribute scholarship money, and working with the Communications Officer to promote the program.

The Secretary-Treasurer shall be responsible for managing WAIB account balances with AIB Secretariat, including the general operating funds and the Help Hands scholarship funds, and providing an annual report of finances to members of the Executive Board

v. The Secretary-Treasurer shall be responsible for assisting the President and other Executive Board members with designing, printing, and distributing awards and appreciation certificates at conferences, and with projects, like newsletters and correspondence, editing and email writing, mentoring, events, etc.

vi. The Secretary-Treasurer shall ensure that a directory of WAIB members is kept current and available for consultation through the WAIB webpage (e.g. an electronic directory with AIB log-in credentials, a social media platform).

d. Faculty Members-at-Large (2)

One Faculty Member-at-Large shall ensure that the Directory of WAIB members is kept current and available for consultation through the WAIB webpage.

Both faculty Members-at-Large shall assist the President and other Officers with activities, as designated by the President.

i. Faculty Members-at-Large shall assist in implementing the WAIB networking event to be held during the annual conference of the Academy of International Business.

e. Communications Officer

i. The Communications Officer shall be responsible for managing the listserv.

ii. The Communications Officer shall be responsible for promoting and maintaining WAIB's social media presence (e.g. monitoring appropriate and stimulating content, posting announcements and articles, encouraging other Executive Board members to post)

iii. The Communications Officer shall serve as Webmaster; maintaining the website and its up-to-date updating content.

iv. The Communications Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.

f. Events & Membership Officer

- i. The Events & Membership Officer shall be responsible for attracting members (including marketing material as needed) and organizing membership.
- ii. The Events & Membership Officer shall be responsible for promoting and maintaining all members-only mentor initiatives and programs. This can include: one-on-one mentor matching, a social media mentoring platform, junior-experienced mentor matches, peer mentoring, mid-career-senior mentor matches, group mentoring, etc.
- g. The Events & Membership Officer shall be responsible for organizing and implementing WAIB networking events to be held during the annual conference of the Academy of International Business.
- ii. The Events & Membership Officer shall assist with WAIB networking events at other AIB conferences around the world as needed by members, other Executive Board members, or AIB Chapters.
- iii. The Events & Membership Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.
- h. Academic Research Officer
- i. The Academic Research Officer shall be responsible for promoting WAIB as an organization that supports high-quality research.
- ii. The Academic Research Officer shall look for opportunities to encourage research on women and gender in international business, and opportunities to help scholars improve and build on their research in this area (paper symposiums, conference tracks, paper development workshops, etc.).
- iii. The Academic Research Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.
- i. Chapter-Liaison Officer
- i. The Chapter-Liaison Officer shall coordinate with AIB chapters around the world to support AIB women scholars in their regions.
- ii. The Chapter-Liaison Officer shall promote WAIB activities and opportunities to AIB chapters around the world.
- iii. The Chapter-Liaison Officer shall look for opportunities to recruit WAIB members to host WAIB activities at AIB chapter conferences.

iv. The Chapter-Liaison Officer shall work with the Academic Research Officer to find opportunities for WAIB members to take leadership roles in advancing scholarship on women and gender in international business at AIB chapter conferences (paper symposiums, conference tracks, paper development workshops, etc.).

v. The Chapter-Liaison Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.

j. Student Member-at-Large

i. The Student Member-at-Large shall be a currently enrolled student in a formal doctoral program, and shall assist the President and other Officers Executive Board members with activities and projects, as designated by the President. The President will oversee the prioritization of workload as needed.

ii. The Student Member-at-Large shall volunteer for initiatives and be proactive in generating ideas and offering help.