

ISB Responsibilities

Each member of the ISB is responsible for:

- Managing the ISB email inbox
- Typing and distributing meeting minutes (alternate)
- Maintaining ISB calendar of events
- Maintaining a log book of hours and submit to IPO weekly
- Maintaining an address book of ISB contact details
- Maintaining a database of ISB members (including ISB buddies and mentors)
- Filing all ISB documents
- Participating in 5 events during International Week events
- Spending two hours per week at the IPO (each member)

ISB Key Performance Indicators (KPIs):

- One ISB event per semester, 3 smaller 'monthly' events per semester
- Create monthly ISB newsletter by the 5th of each month
- Weekly updates on all social media announcing 'Weekly London Events'
- Daily email inbox monitoring
- Events finalized one month prior (catering 5 days prior)
- Events on time and on budget
- Event Report, Feedback Report and receipts submitted to IPO within one week of event
- ISB Portfolio presented to IPO at end of semester / year
- All interested 'buddies' and 'mentorees' linked with a group
- One social 'buddy event' per month
- One 'meet your mentor' event per semester
- Coordinate two successful ISB events for International Week