

Women's Leadership Alliance Charter Document

WLA Purpose: Create a market-leading, inclusive environment where the full potential of Brady's female talent is realized. We will do this by engaging, encouraging and empowering employees while valuing diversity of thought across the organization. We seek to influence cultural change and provide our members professional development and connections across functions and levels of the Company.

Culture: Build a culture of inclusion at Brady by identifying opportunities for female talent to grow and participate.

Community: Engage with community not-for-profits that the Brady Foundation supports, particularly those that serve women and girls.

Careers: Develop skills to help members advance in their careers at Brady.

Commerce: Learn more about Brady's businesses and how members can contribute to the company's success.

Strategy:

- Support Focal Points, values and strategies of Brady
- Provide growth to our members through education and leadership opportunities
- Provide clear, consistent and relevant communication to all WLA members and stakeholders to drive awareness and increase engagement.

Officers:

Appointment of Officers:

The current slate of WLA officers shall nominate the upcoming year's officers based on factors that include the candidate's involvement with the WLA, level within the company, and their manager's approval. The WLA Executive Sponsors will approve of all officers.

Officer Responsibilities:

The WLA Officers as a group shall be responsible for the following:

- Driving the strategic plan for the upcoming annual year of the WLA (annual year runs concurrent with Brady Corporation's fiscal year)
- Setting the overarching WLA Theme for the upcoming annual year
- Planning or appointing individuals, as appropriate, to assist in planning the annual WLA event

The WLA Chair shall be responsible for the following:

- Serve as Chair for all meetings of the WLA group for the board, officers, sponsors and advisor meetings, as well as the general WLA meetings (including committee chair meetings)
- Set the meeting agenda for Officer meetings, Sponsor, Advisor and other leadership meetings, including circulating related documents and sending meeting reminders
- Serve as primary liaison with leadership team (L1s, Sponsor and Advisor and BOD)

- Uphold the WLA group's by-laws and defined roles and responsibilities
- Work towards achieving the group's mission statement
- Represent the WLA at various events

The WLA Vice-Chair shall be responsible for the following:

- Assist the Chair in the coordination of all WLA group activities and in providing leadership within the organization
- At the request of the WLA Chair or in the absence of the WLA Chair, the Vice Chair shall chair meetings
- Assume the rights and responsibilities of the Chair, should the Chair vacate their position
- Assist in coordinating activities of WLA committees
- Represent the WLA at various events

The duties of the WLA Secretary shall include the following:

- Taking meeting minutes
- Circulating minutes and correspondence, as applicable
- Maintaining the roster of Officers and Committee Chairs and Co-Chairs
- Assist as a liaison with one of the Committees

The duties of the WLA Treasurer shall include the following:

- Development of a WLA group budget for approval by the WLA Officers, Sponsor and Advisor,
- Accounting for all of the WLA funds
- Keeping financial records for all assets and expenses incurred

Officer Terms:

The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from August 1 through July 31. For any consecutive officer in office, annual agreement by the Officers and approval by the Sponsor and Advisor.

1. In one year, no more than two officer positions may be up for election. Exceptions require annual agreement by the Officers and approval by the Sponsor and Advisor.
2. The names of the newly elected/appointed officers voting of the WLA group shall be reported by the WLA to the Sponsor and Advisor within 30 days following the election.
3. If a seat becomes vacant during the year the remaining officers may appoint an interim.

Committees:

There will be three committees – Events, Membership and Communications. Each committee shall have one chair and one co-chair, who will be nominated by the Officers. Committee chairs are determined annually prior to the start of the upcoming Fiscal Year.

- All chairs and co-chairs must have their manager's approval
- Chairs are responsible for filling out their committees

The WLA Communications Committee Chair's responsibilities include:

- Ensuring consistent and clear communication of WLA events and messages, in alignment with WLA guidelines and Corporate communication guidelines
- Publicizing the group's activities to the membership
- Periodic newsletter that goes out to the WLA members
- Working with the Corporate communications department in creating communications surrounding upcoming events

The WLA Membership Committee Chair's responsibilities include:

- All matters regarding membership, including, but not limited to:
 - Continuous recruiting
 - Introduction of the WLA to new employees and any related activities
 - Sign-up process
 - Maintaining a current roster of interested members
 - Creating membership materials to be used at events
- Ensuring that employees are able to easily become members
- Ensuring that the list of members is current
- Point team for the yearly membership drive
- Distribute, accumulate and distribute results from the annual WLA survey

The WLA Events Committee Chair's responsibilities include:

- With the guidance of the Officers, create an annual calendar of events that support the annual theme of the WLA
- Implement agreed upon events, including scheduling all lunch connections, talks or other events
- Collaborate with the Communications Chair to distribute information about the group's activity
- Oversee the planning of group activities that go beyond the scope of regular meetings
- Identifying sub-committees to help plan larger events (annual lunch) or ongoing events (i.e., lunch connections)