

Chapter Board President Job Description

*This is a **non-voting** position. The President may participate in discussions and voice opinions but does not have voting rights.*

NEWH Vision and Mission

Vision: “The Hospitality Industry Network”

Mission: NEWH is the international nonprofit community connecting the hospitality industry, providing scholarships, education, leadership development, and recognition of excellence.

Expectations of all Chapter Board of Directors / Regional Group Steering Committee Members

- Read, understand, and agree to the following by signing:
 - [NEWH Code of Ethics, Rights and Responsibilities](#)
 - [NEWH Conflict of Interest](#)
 - [NEWH Code of Conduct](#)
 - [NEWH Travel Disclaimer](#)
- Understand that to serve in a leadership role in NEWH is a privilege and that actions represent and reflect upon NEWH.
- Through personal and professional conduct, uphold and maintain beyond reproach the dignity of NEWH.
- Avoid compromising the interests of NEWH. for personal/professional benefit.
- Maintain confidentiality in all confidential matters.
- Foster Equity and Inclusion to support Diversity in all NEWH. programs.
- Be informed about the mission, services, policies, and programs of NEWH and the Chapter.
- Be familiar with Chapter finances, budget, and financial/resource needs.
- Understand the policies and procedures of NEWH.
- Be alert to community concerns that can be addressed by NEWH mission, objectives, and programs.
- Help communicate and promote NEWH mission and programs to the community.
- If a vacancy occurs between elections, Chapter Board members may recommend an NEWH member to fill the vacancy, upon which a motion is made and voted on.
- Ensure all records, correspondence, and other collateral materials are maintained to be passed along to the successor in the role as part of the Board of Directors’ knowledge transfer process or turned over to the Chapter President and/or NEWH, Inc. Office if there is no immediate successor.
- Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
- Attend and participate in Chapter Board meetings and IBoD committee meetings on a regular basis.
 - Study agenda and supporting materials prior to Board and committee meetings.
 - Keep the “personal” out of Board and committee meetings and focus on the “greater good” for the Chapter and for NEWH.
- Attend Chapter events.

Purpose

- Provides general supervision and directs the business of the Chapter (subject to the Chapter Executive Committee oversight), ensuring that NEWH mission, standards, and practices are maintained and followed.

Major Responsibilities

- Oversee the business of the Chapter.
 - Organize and oversee annual strategic planning / Board training session of the Chapter Board.
 - Support Chapter Board members on setting and achieving the goals of the Chapter and NEWH's mission of scholarship and education.
 - Have a clear understanding of each Chapter Board position's job description and how they contribute to the overall success of the Chapter and NEWH.
 - Maintain communication with all Chapter Board members to be aware of progress related to their roles; empower and support Chapter Board members in managing their roles.
 - Provide oversight of Chapter Awards.
 - Ensure that deadlines are met, and appropriate communications are occurring between NEWH and the Chapter (e.g., Board reports, approval of members, submitting minutes, budgets, etc.).
- Preside at Chapter Board meetings.
 - Keep meetings on point and assure business is conducted according to the [NEWH By-laws](#) and [parliamentary procedures](#) (Roberts Rules of Order).
- Provide oversight of Chapter Board financial concerns.
 - Ensure the annual business plan, which includes the Chapter budget, is prepared, and submitted to NEWH, Inc. Office.
- Foster teamwork and involvement of all members in the Chapter.
 - Encourage future leaders.
- Share with NEWH, Inc. Office the Chapter successes and any issues that may arise.
 - If feasible, attend NEWH meetings (International Board of Directors - IBoD)
 - If attending IBoD meetings, assure President travel expenses are included in Chapter annual budget.
- Represent the Chapter with diplomacy and show appreciation for contributions at every level.
- Award the NEWH [Joyce Johnson Award of Excellence](#) - in recognition of a NEWH member of dedicated service to the affairs of the NEWH and the pride demonstrated by exemplary contribution for the benefit of all the members of NEWH (selected by Chapter president, no Board approval needed).

Length of Term

- The President position is a one-year position.

This position is an Automatic Position. Along with VP/Administration, President, Past President, and Executive Advisor, this position is part of succession planning and begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration,

then President, then Past President, and finally Executive Advisor. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.

No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Reports to NEWH, Inc. Board and NEWH, Inc. CEO
- Attendance expected at all required meetings/events.
- Ensure Chapter is financially sound with successful programs and fundraising events.
- Ensure Chapter is on track to achieve annual goals.

For Those Who Have Positions Reporting to Them

As the President, you oversee the following positions:

- VP-Admin
- VP-Development

You should:

- Provide oversight of the position to ensure NEWH mission, standards, and practices are maintained and followed.
- Have a clear understanding of the job description for the position and how they contribute to the overall success of the Chapter and NEWH.
- Have a clear understanding of the Chapter's strategic plan and the primary goals for the position.
- Empower and support the member in the position in their managing their role.
- Maintain communication with the member in the position to be aware of progress related to their role.

Outside Resources and Relationships

Represent NEWH, Inc. and be aware of events being held by other industry organizations, businesses, and educational institutions.

President Task List/Timeline

Timing	Category	Activity
4-6 weeks prior to presentation	Awards	Be cognizant of NEWH Awards available to NEWH members and non-members (NEWH Joyce Johnson award) and determine if an individual(s) is suited for the award.
Setup 1 st quarter	Awards	Ensure there is a committee in place to review / select TopID selections.
2 nd quarter	Awards	Submission of Top IDs.
As Required	Finances	Ensure that the Board votes to approve any Chapter expenditures.
As Required	Finances	Review and sign single-year contracts (multi-year contracts must be sent to NEWH, Inc. Office).
Each month	Finances	Review Chapter financials on a regular basis, ensuring that costs are covered.

January 7	Finances	Ensure completed bank signature cards are sent to the NEWH, Inc. Office by January 7th – this is coordinated through Susan Huntington, NEWH, Inc. CFO.
February 15	Finances	Ensure annual business plan, which includes the Chapter budget, is prepared, and submitted to NEWH, Inc. Office (see NEWH website for more details - Chapter Business Plans).
As Required	Meetings	<p>Lead Chapter Executive Committee meetings, scheduled as needed. (see NEWH website for more details - Meeting Guidelines for Presidents)</p> <p>Also see the NEWH website for more details and templates related to Board meetings:</p> <p>BOARD MEETING AGENDA A “fill in the blank” template for Board meeting agendas.</p> <p>How to create your agenda – an agenda can energize your Board and will limit the time of the meeting.</p>
Monthly	Meetings	<p>Lead monthly Chapter Board meetings - send agenda 5 days prior to the meeting (see NEWH website for more details - Meeting Guidelines for Presidents)</p> <p>Also see the NEWH website for more details and templates related to Board meetings:</p> <p>BOARD MEETING AGENDA A “fill in the blank” template for Board meeting agendas.</p> <p>How to create your agenda – an agenda can energize your Board and will limit the time of the meeting.</p>
30 days prior to IBoD mtg	Oversight	Touch base with VP Admin and Past President (Chapter Delegates) to ensure that the Chapter Board report is turned into the NEWH, Inc. Office by the deadline.
After IBoD meetings	Oversight	Ensure the Board packet is read by the Chapter Board members and ask the Chapter Delegates to give a recap of the IBoD meeting to the Chapter Board.
At all times	Oversight	Maintain communication with all Chapter Board members to be aware of progress related to their roles; empower and support Chapter Board members in their managing their roles.
At all times	Oversight	Meet deadlines and communications between NEWH and the Chapter (e.g., Board reports, approval of members, submitting minutes, budgets, etc.).
October - February	Oversight	Plan / attend Annual Chapter Board / Regional Group Steering Committee Orientation / Training / Strategic Planning (between October and February).
As Required	Leadership	Participate in Chapter committee meetings/emails as needed.
At all times	Leadership	Encourage participation on committees to assure people are in place for succession.

At all times	Leadership	Encourage future leaders as part of succession planning. Be prepared to recommend members for Board positions.
At all times	Leadership	Represent the Chapter with diplomacy, inspiration, optimism and gratitude to our members and the future of NEWH.
January May November	Leadership	If feasible, attend 2-3 IBoD meetings each year January – ZOOM meeting May – Live meeting in conjunction with HD Expo in Las Vegas November – Live meeting in conjunction with BDNY in New York A portion of airfare and lodging costs will be covered by the Chapter and by NEWH. Ensure this is included in the Chapter budget at the beginning of the year. Any additional expenses incurred will NOT be covered by NEWH or its Chapters.