

Chapter Board Vice President-Administration Job Description

*This is a **voting** position.*

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

- Assists the Chapter President as needed and/or serve in their absence.
 - In the absence or disability of the Chapter President, the Past President and/or the VP/Administration assumes and performs all duties and obligations of the President and shall be subject to any and all the restrictions of the President.
- Also serves as the NEWH, Inc. Delegate
 - The NEWH, Inc. Delegate serves twice, one year as VP/Administration and one year as Past President.

Major Responsibilities

- Assist the Chapter President as needed and/or serve in their absence.
 - In the absence or disability of the Chapter President, the Past President and/or the VP/Administration assumes and performs all duties and obligations of the President and shall be subject to any and all the restrictions of the President.
 - Perform such other duties as the Chapter President or Chapter Executive Board may request.
- Provide oversight of the Chapter Business Plan.
- Assist the Past President in oversight of the Nominations and Elections process.
- Serve as an authorized signer on Chapter checking accounts.
- Provide oversight of the Secretary, Historian, Treasurer, Education, Scholarship, Student Relations, Green Voice, Equity/Inclusion/Diversity (EID), and Student Relations. Chapter Board disciplines. This includes Scholarship and EID Directorships and multiple chair positions.
- Provide oversight of Chapter Community Service projects.
- Participate in communications with the NEWH, Inc. Office as required/requested.
- Serve as a Delegate for NEWH International Board of Directors (IBoD) meetings.

Length of Term

- The VP/Administration position is a one-year position.

Along with VP/Development, 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 Chapter President and NEWH, Inc. Office.
- Reports to NEWH, Inc. Office as a NEWH Delegate.
- Reports to Past President and NEWH, Inc. Office regarding nominations.
- Attendance expected at all required meetings/events.
- Assure that the Chapter Business Plan is submitted to NEWH, Inc. Office on time.
- Submit Chapter reports to IBoD on time.
- Submit IBoD reports to the Chapter on time.

For Those Who Have Positions Reporting to Them

As the Vice President-Administration, you oversee the following chair positions:

- Equity, Inclusion, and Diversity
- Scholarship
- Secretary
- Treasurer
- Student Relations

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 and businesses (e.g., ASID, IIDA, Trade Shows, school luncheons and job fairs, etc.).
- Be an advocate for students and educational facilities; be available to meet with these groups as necessary, etc.

Vice President-Admi Task List/Timeline

Timing	Category	Activity
As needed	Leadership	Assist the President as needed and/or serve in their absence.
January	Leadership	Provide oversight of the Chapter Business Plan - Chapter Business Plan Template . <ul style="list-style-type: none"> • Provide each Chapter Board member with a template of the business plan, a description of their position, and an example of a previous year's plan to aid in completing reports for Chapter Board reports. • Gather reports from across the Chapter Board to prepare/submit Chapter Board reports 30 days prior to IBoD meetings
August - November	Nominations	Assist the Past President with the nomination/election process, beginning in August and concluding in October. (see NEWH website for more details – Nominations Guidelines). <ul style="list-style-type: none"> • Join the Nominations Committee
As needed	Leadership	Provide oversight of the Secretary, Treasurer, Scholarship, Student Relations, and Equity/Inclusion/Diversity (EID) Chapter Board disciplines. This includes Scholarship and EID Directorships and multiple chair positions. <ul style="list-style-type: none"> • Ensure that NEWH, Inc.'s. mission, standards, and practices are maintained and followed. • Have a clear understanding of the job descriptions for the positions and how they contribute to the overall success of the Chapter and NEWH, Inc. • Have a clear understanding of the Chapter's strategic plan and the primary goals for the members in the positions.

		<ul style="list-style-type: none"> • Empower and support the members in the positions in their managing their roles. • Maintain communication with the members in the positions to be aware of progress related to their roles. • Join as an ad hoc member of committees in the Scholarship and EID areas to provide support. Only provide your opinion if asked! • When needed, act as a liaison between the Chapter Board and NEWH, Inc. for requests for information needed by Chapter Directors.
As needed	Leadership	Regarding the Chapter Secretary Board position: <ul style="list-style-type: none"> • Oversee approval of Chapter minutes and submittal to NEWH, Inc. Office on a timely basis.
As needed	Leadership	Regarding the Chapter Treasurer Board position: <ul style="list-style-type: none"> • Ensure financial status reports are available and are reviewed at each Chapter Board meeting. • Ensure budget is prepared and submitted on time.
As needed	Leadership	Regarding the Chapter Scholarship Board position, oversee scholarship process: <ul style="list-style-type: none"> • Ensure that scholarships are awarded. • Ensure that money is sent in a timely manner. • Ensure that recipients are properly recognized by the Chapter.
As needed	Leadership	Regarding the Equity, Inclusion, and Diversity Chapter Board position: <ul style="list-style-type: none"> • Ensure that Chapter activities (events, scholarship, etc.) are following the NEWH EID guidelines
As needed	Leadership	Regarding the Student Relations Chapter Board position: <ul style="list-style-type: none"> • Ensure your Chapter is offering student-based events. • Oversee communication and connections with student members and education professionals.
As needed	Leadership	Provide oversight of Chapter Community Service projects.
As Required	Leadership	Participate in communications with the NEWH, Inc. Office as required/requested.
January May November	Chapter Delegate	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, Inc. Ensure this is included in the Chapter budget at the beginning of the year. Any additional expenses incurred will NOT be covered by NEWH, Inc. or its Chapters.
As Required	Chapter Delegate	Act as liaison between the Chapter and NEWH IBoD; report to the Chapter President any and all issues concerning Chapter business that requires a response from the NEWH IBoD.
January May November	Chapter Delegate	Along with the other Delegate, ensure Chapter Board report for each of the three IBoD meetings is submitted to NEWH, Inc. Office prior to deadline.
February June December	Chapter Delegate	Along with the other Delegate, provide a written report of the NEWH IBoD Meetings to the Chapter the month following an NEWH IBoD meeting.