

Chapter Board Vice President-Development 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 Vice President/Administration in the performance of their duties.
- In the absence or disability of the VP/Administration, assumes and performs all duties and obligations of the VP/Administration and is subject to any and all the restrictions of the VP/Administration.

Major Responsibilities

- Assist the VP/Administration as needed and/or serve in their absence.
- Provide oversight of the Membership, Marketing, Events, and Development Chapter Board disciplines. This includes Membership, Marketing, Programming, and Fundraising Directorships and multiple chair positions.
- Participate in communications with the NEWH, Inc. Office as required/requested.
- Provide oversight of the TopID process
- Create and oversee your chapter's TopID committee and understand the TopID process and timeline to ensure deadlines are met. Participate in TopID committee member calls facilitated by NEWH, Inc. Serve as point person and liaison to the NEWH, Inc. TopID committee.

Length of Term

- The VP/Development position is a one-year 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 Chapter President.
- Attendance expected at all required meetings / events.
- Successful programs and fundraising events (staying on budget, meeting fundraising goals).
- Members and NEWH community aware of Chapter activities and events (successful marketing).
- New members feel welcomed into the Chapter (membership).

For Those Who Have Positions Reporting to Them

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

- Fundraising
- Marketing
- Membership
- Programming

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.).
- Form relationships with potential event sponsors.

Vice-President Development Task List/Timeline

Timing	Category	Activity
As needed		Assist the VP/Administration as needed and/or serve in their absence.
As needed	Leadership	<p>Provide oversight of the Membership, Marketing, Events, and Development Chapter Board disciplines. This includes Membership, Marketing, Programming, Fundraising, and Student Relations Directorships and multiple chair positions.</p> <ul style="list-style-type: none"> • Ensure that NEWH, Inc 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. • 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 Membership, Marketing, Programming, and Fundraising areas to provide support. Only provide an opinion if asked! • When needed, act as a liaison between the Chapter Board and NEWH, Inc. for requests for information needed by Chapter Directors.
January-December	Leadership	<p>Provide oversight of the TopID process:</p> <ul style="list-style-type: none"> • Create and oversee your chapter's TopID committee and understand the TopID process and timeline to ensure deadlines are met. • Participate in TopID committee member calls facilitated by NEWH, Inc. • Serve as point person and liaison to the NEWH, Inc. TopID committee.
As needed		<p>Regarding the Programming, Fundraising, and Marketing Chapter Board positions, support the marketing of events:</p> <ul style="list-style-type: none"> • Oversee calendar of events to ensure that events planned will meet members' interests and are in line with NEWH, Inc.'s programming/fundraising guidelines. • Actively engage in securing sponsorships. • Ensure event budgets are prepared and the Chapter Board approved prior to event marketing. • For each event, ensure the Results of Activity report is submitted to the Chapter Board and forwarded to NEWH, Inc. • Be engaged at events.

		<ul style="list-style-type: none"> • Ensure NEWH is marketed consistently and effectively and reflects NEWH, Inc.'s mission of education and scholarship. • Oversee marketing efforts for your chapter ensuring submissions are done in a timely manner (event invitations, NEWH magazine input, website updates, social medial posts, etc.)
As needed		<p>Regarding the Membership Chapter Board positions:</p> <ul style="list-style-type: none"> • Continually promote membership benefits to existing and potential new members. • Engage in personal outreach via telephone to new members with volunteer/involvement opportunities. • Focus on member retention with personal outreach via telephone to lapsed members to encourage renewal of membership.
As Required	Leadership	<ul style="list-style-type: none"> • Participate in communications with the NEWH, Inc. Office as required/requested.