

Chapter Board Secretary 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

- Keeps minutes of all meetings, motions, and actions of the Chapter Board and the Chapter Board Executive Committee, whether regular or special, with the date, time and place of the meeting, the names of those present, and the proceedings of the meeting.
- Keep all records of the Chapter in a safe place for posterity as these are legal documents.
- The role of Secretary is a legal requirement. Not having a Secretary will result in not having a bank account and being considered as out of compliance.

Major Responsibilities

- Attend all Chapter Board meetings, any Chapter Executive Committee meetings, and any specially called meetings to serve as the record-keeper, creating minutes to include discussions, motions.
- If unable to attend a required meeting, ensure that a substitute is named to perform the duties of calling the roll, establishing the quorum, and taking diligent notes and recording all motions.
- Request that minutes of other meetings, such as committee meetings, are attached to the minutes and sent to the Secretary for proper handling.
- Submit minutes of Chapter Board and Chapter Board Executive Committee activities to the Chapter Board of Directors within 10 days of said meetings.
- Submit minutes of Chapter Board and Chapter Board Executive Committee activities to NEWH, Inc. Office within 30 days of the minutes being approved at the next Chapter Board meeting.
- Properly store all minutes and Chapter documents to ensure historical documentation and legal compliance.
- Have a knowledge base of the NEWH By-laws for meetings.
- Serve as an authorized signer on Chapter checking accounts.
- Provide oversight of the Historian Chair position to ensure that NEWH, Inc. mission, standards and practices are maintained and followed.
- Participate in communications with the NEWH, Inc. Office as required/requested.

Length of Term

- The Secretary position is a one-year position, with a two (2) term maximum.
- No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings/events.
- Approved monthly minutes submitted to NEWH.

Outside Resources and Relationships

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

Secretary Task List/Timeline

Timing	Category	Activity
As Required	Record-keeping	Attend all Chapter Board meetings, any Chapter Executive Committee meetings, and any special-called meetings.
Each Meeting	Record-keeping	Perform roll call at each meeting / establish quorum.
Each Meeting	Record-keeping	<p>Take diligent notes on all discussions and record all motions as minutes of the meetings.</p> <p>Also see the NEWH website for more details and templates related to Board meetings:</p> <ul style="list-style-type: none"> • Minutes Guidelines for Secretaries. • What your Minutes Should Include and Why They Are Important (Did you know that your minutes can be summoned by the IRS?). • A “fill in the blank” template for Board meeting minutes. <p>A motion is used to introduce a matter for consideration by the Board that requires a vote.</p>
Within 10 Days of Chapter Meeting	Record-keeping	Submit minutes within 10 days of meeting to Chapter Board members for review
Each Meeting	Record-keeping	Make a motion at next Chapter Board meeting for previous minutes to be approved
Within 30 Days of Approval	Record-keeping	Submit approved minutes to NEWH, Inc. Office within 30 days of approval
With submitting approved minutes to NEWH, Inc. Office	Record-keeping	Update NEWH, Inc. Office (Kathy Coughlin) with any updates for Board members’ contact info
As Required	Record-keeping	If unable to attend a required meeting, ensure that a substitute is named to perform the duties of calling the roll, establishing the quorum, and taking diligent notes and recording all motions
Each Month	Record-keeping	Request that minutes of other meetings, such as committee meetings, be sent to the Secretary for proper handling
As Required	Record-keeping	Properly store all minutes and Chapter documents (event mailers, program notices, letters, etc.) to ensure historical documentation and legal compliance
Each month	Record-keeping	Maintain oversight of documents stored by others for the Chapter
January 7	Oversight	Ensure completed signature cards are submitted to the NEWH, Inc. Office by January 7 each year
As Needed	Leadership	<p>Provide oversight of the Historian Chair Position.</p> <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 description for the position and how it contributes to the overall success of the Chapter and NEWH, Inc. • Empower and support the member in the position in managing their roles.

		<ul style="list-style-type: none"> Maintain communication with the member in the position to be aware of progress related to their roles.
As Required	Leadership	Participate in communication with the NEWH, Inc. Office as required/requested.