

Chapter Board Past President 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

- Supports the Chapter President, acts as their mentor, and provides assistance as requested.
- Helps to maintain the knowledge base and history of the Chapter Board.
- Serves as parliamentarian at Chapter Board meetings.
- Chairs the Nominations Committee and encourages future leaders of the Chapter.
- Also serves as the NEWH Delegate.
 - The NEWH Delegate serves twice, one year as VP/Administration and one year as Past President.

Major Responsibilities

- Assist the President as needed and/or serve in their absence.
- Serve as Parliamentarian at Chapter Board meetings.
- Ensure that each Board member completes and submits the NEWH Code of Ethics.
- Chair the Nominations Committee; provide oversight of the nomination/election process, beginning in August and concluding in October.
- Serve as a Delegate for NEWH International Board of Directors (IBoD) meetings.

Length of Term

- The Past 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.

The NEWH Delegate serves a 2-year term (1 year as VP/Administration and 1 year as Past President).

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 NEWH, Inc. Office regarding nominations.
- Attendance expected at all required meetings/events.
- Submit Chapter reports to IBoD on time.
- Submit IBoD reports to the Chapter on time.

Outside Resources and Relationships

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

Past President Task List/Timeline

Timing	Category	Activity
As Required	Assists President	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 of the restrictions of the President.
As Required	Assists President	Be available to the Chapter President as a sounding Board for questions or issues that the President may have.
As Required	Assists President	Offer historical perspective of past Chapter events and happenings; give input into topics/issues discussed.
As Required	Assists President	Offer support to the Chapter Board and/or individual Board members who need guidance or help in fulfilling their role.
November - January	Oversight	Ensure that each Board member completes and submits the NEWH Code of Ethics.
As Required	Parliamentarian	Have a clear understanding of parliamentary procedure, following the procedural rules used to maintain order at meetings (Robert's Rules of Order and the NEWH By-laws).
As Required	Parliamentarian	Other parliamentary tasks: <ul style="list-style-type: none"> • Take minutes in the absence of Secretary. • Ensure that all persons are recognized by the President before speaking. • Serve as a timekeeper at Chapter Board meetings. • Ensure motions and procedures are understood by all. • Serves as By-Laws Chairperson of the Chapter Board.
As Required	Parliamentarian	Preserve all records and correspondence from the position
July	Nominations	Form a committee to find people interested in serving on the Board
August - October	Nominations	Provide oversight of the nomination/election process, beginning in August and concluding in October (see NEWH website for more details – Nominations Guidelines and Timeline)
As Required	Leadership	Join a committee.
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.