

Chapter Board Executive Advisor Job Description

*This is a **non-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

Major Responsibilities

- Support the President as a mentor.
- Encourage future leaders.

Length of Term

- The Executive Advisor 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

- Available to Chapter President
- Attendance encouraged at all required meetings/events.

Outside Resources and Relationships

- Act as an ambassador, representing NEWH to industry contacts.

Executive Advisor Task List/Timeline

Timing	Category	Activity
As Required	Mentor for the President	Be available to the Chapter President as a sounding board for questions or issues that the President may have
As Required	Mentor for the President	Offer historical perspective of past Chapter events and happenings; give input into topics/issues discussed
As Required	Mentor for the President	Offer support to Chapter Board and/or individual Board members who need guidance or help in fulfilling their role