

IBoD COMMUNICATIONS CHAIRS FOR DISCIPLINES JOB DESCRIPTION

- EID and Membership
- Scholarship
- Education
- International Relations

These are non-voting positions

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 International Board of Directors (IBoD) 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. Understand the policies and procedures of NEWH.
- Be familiar with NEWH, Inc. finances, budget, and financial/resource needs. Obtain approval from NEWH, Inc. IBoD or Executive Committee prior to committing NEWH, Inc. funds, trade-outs and/or barter.
- Help communicate and promote NEWH mission and programs to the community. Be alert to community concerns that can be addressed by NEWH mission, objectives, and programs.
- Ensure all records and other collateral materials remain the property of NEWH and are turned over to the successor or to the NEWH, Inc. Office.
- Attend and participate in required meetings on a regular basis.
 - Study agenda and supporting materials prior to Board and committee meetings.
 - Keep the “personal” out of Board and/or committee meetings.
- Attend Orientation / Training / Strategic Planning as required/requested.
- Attend January IBoD meeting, which is held via ZOOM, if possible. Chairs are welcome to participate in other IBoD meetings in person or via zoom at personal expense.
- Provide a written report of goals, objectives, and activities to Director or Vice-President 30 days prior to all IBoD meetings.
- Serve as requested by the President and Executive Committee in any project related to the mission of NEWH, Inc.

**Members of the IBoD share responsibilities while acting in the interest of NEWH, Inc. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Purpose

- Provide communications updates related to the Chair's discipline for events, announcements, awards, and initiatives.

Major Responsibilities (see [Task List](#) for More Details)

- Participate in Discipline committee meetings and report back to the Communications Director, Vice-President Communications, and NEWH, Inc. Staff on upcoming programs and initiatives.
- Provide input based on Discipline meetings to the Communications Director, Vice-President Communications, and NEWH, Inc. Staff for use in providing posts for events, announcements, or initiatives that are being launched for the Discipline.
- Create posts for Discipline's announcements and programs as required for social media platforms.

Length of Term

- The Communication Chair positions are two (2) year positions, with a two (2) term maximum.

Accountability

- Reports to the Director Communications and Vice-President Communications.
- Submit information for Director of Communications and Vice-President Communications to use in IBoD reports on time.

Outside Resources and Relationships

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

IBoD Communication Chairs Task List/Timeline

Timing	Category	Activity
Every other month starting in January of each year	Communications Program	With NEWH, Inc. Staff, VP of Communications and Communications Director <ul style="list-style-type: none"> Set Communications schedule for NEWH, Inc. Adjust for new events.
Ongoing	Communications Program	With NEWH, Inc. Vice-Presidents and Directors of the Chair's Disciplines: <ul style="list-style-type: none"> Provide stories, images, and pertinent information for events or announcements
Ongoing	Social Media	With NEWH, Inc. Staff, Vice-President Communications and Director Communications: <ul style="list-style-type: none"> Oversee and design social media announcements. Conduct research and write copy for posts and/or articles. Respond on behalf of NEWH to direct messages received through social channels. Design posts and/or graphics as required for Social Media posts <ul style="list-style-type: none"> Please note: all graphic materials are created by our graphics contractor managed by NEWH, Inc. Staff.
Ongoing	NEWH Magazine	Assist NEWH, Inc. Staff with NEWH Magazine as required.
Based on the Discipline's schedule	Leadership	Participate in Discipline committee meetings and report back on upcoming programs and initiatives. Meetings will depend on each discipline's schedule.
As Required / Requested	Leadership	Attend Orientation / Training / Strategic Planning as required/requested.
Feb/ May/ Nov	Leadership	Attend January IBoD meeting, which is held via ZOOM, if possible. Chairs are welcome to participate in other IBoD meetings in person or via zoom at personal expense. <ul style="list-style-type: none"> Feb – via ZOOM. May – in conjunction with HD Expo in Las Vegas. Nov – in conjunction with BD/NY in New York.
Jan / May / Nov	Leadership	Provide a written report of goals, objectives, and activities to Vice-President Communications 30 days prior to all IBoD meetings.