

## IBoD Director Equity, Inclusion, Diversity 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 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 the NEWH, Inc. IBoD or Executive Committee prior to committing NEWH, Inc. funds, trade-outs and/or barbers.
- 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 meetings.
- Attend Orientation / Training / Strategic Planning as required/requested.
- Attend IBoD meetings, *minimum of two per year required*.
- Attend biennial Leadership Conference.
- Provide a written report of goals, objectives, and activities 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

Direct NEWH, Inc. Equity, Inclusion, and Diversity initiatives and assist NEWH, Inc. Chapters/Regional Groups as needed.

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

- Lead and oversee the EID Committee consisting of the Chapter/Regional Group EID Directors, assisting & guiding them with weaving Equity, Inclusion, and Diversity into the fabric of their NEWH chapter programming.
- Manage the various EID activities of NEWH, Inc. with input from the Vice-President EID based on the annual strategic planning session of the Executive Committee and feedback from the Executive Committee and IBoD progress reports.
- Communicate regularly with the Vice-President EID to assess programs and planning, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.

## Length of Term

- The Director EID position is a two (2) year position, with a two (2) term maximum.
- No person shall serve on the NEWH, Inc. IBoD more than ten (10) consecutive years.

## Accountability

- Reports to Vice-President EID, NEWH, Inc. President, and NEWH, Inc. Office.
- Submit reports for all Executive Committee and IBoD meetings 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 Director Equity, Inclusion, Diversity Task List/Timeline

Timing	Category	Activity
	Leadership	<p>Work with Vice-President Equity, Inclusion, and Diversity to position Equity, Inclusion, and Diversity to be woven into the fabric of NEWH, Inc.</p> <ul style="list-style-type: none"> <li>• Develop and implement EID standards &amp; practices for application across NEWH, Inc. platforms/programs/disciplines.</li> <li>• Be a role model and encourage leaders to be visible and approachable.</li> <li>• Partner with NEWH, Inc. IBoD and Executive Committee, NEWH, Inc. Staff, and Chapter/Regional Group leadership to foster education of EID.</li> </ul>
During Planning	EID Committee	<p>Form EID Committee from the Chapter/Regional Group EID Directors to assist in the various EID activities of NEWH, Inc.</p> <ul style="list-style-type: none"> <li>• A committee chair for each major responsibility is highly recommended.</li> </ul>
Cadence determined by VP, Director, members	EID Committee	Lead EID Committee meetings/emails as needed.
	Leadership	<p>With empowerment and support from the Vice-President Equity, Inclusion, and Diversity, manage the execution of the various EID programs/activities.</p> <ul style="list-style-type: none"> <li>• Create and implement goals.</li> <li>• EID Programs <ul style="list-style-type: none"> <li>○ Planning and implementing EID sessions held at HDExpo and/or BDNY.</li> <li>○ Submitting material for the Equity, Inclusion, and Diversity section of the NEWH Magazine, NEWH, Inc. website, and social media platforms. At least two submissions each year, with schedule determined during Strategic Planning.</li> <li>○ Work with NEWH, Inc. Staff as necessary to implement Equity, Inclusion, and Diversity programs.</li> </ul> </li> <li>• EID Outreach to affiliated organizations <ul style="list-style-type: none"> <li>○ Reach out to the hospitality and outside communities for support of Equity, Inclusion, and Diversity programs</li> <li>○ Encourage Chapters/Regional Groups to engage with local hospitality businesses to bring awareness of EID in the local communities back to the Chapters/Regional Groups.</li> </ul> </li> </ul>
	Marketing	<p>Review marketing plans and materials for EID initiatives with Vice-President EID for approval, and then align with NEWH, Inc. Staff and Vice-President Communication for implementation.</p>

		<ul style="list-style-type: none"> <li>Please note: All graphic materials are created by our graphics contractor and approved and managed by NEWH, Inc. Staff.</li> </ul>
As Required / Requested	Leadership	Participate in regular communications with Vice-President EID and NEWH, Inc. Staff to assess progress on programs, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.
As Required / Requested	Leadership	Attend Orientation / Training / Strategic Planning as required/requested.
Jan / May / Nov	Leadership	Attend IBoD meetings (2 of 3 each year). <ul style="list-style-type: none"> <li>Jan – via ZOOM.</li> <li>May – in conjunction with HD Expo in Las Vegas.</li> <li>Nov – in conjunction with BD/NY in New York.</li> </ul>
Jan / May / Nov	Leadership	Provide a written report of goals, objectives, and activities 30 days prior to all IBoD meetings.
Every 2 years	Leadership	Attend biennial Leadership Conference.