

# IBoD Vice-President Equity, Inclusion, Diversity (EID) Job Description

## 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

- Oversee activities related to Equity, Inclusion, and Diversity across NEWH, Inc.
- Advise, oversee policy and direction, and assist with the leadership and general promotion of NEWH, Inc. to support the organization's mission and needs.

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

- Position Equity, Inclusion, and Diversity (EID) to be woven into the fabric of NEWH, Inc.
- Provide input based on the annual strategic planning session of the Executive Committee to the Director of Equity, Inclusion, and Diversity for use in creating and managing the various EID programs.
- Empower and support the Director of Equity, Inclusion, and Diversity in their oversight of the Equity, Inclusion, and Diversity Committee and execution of the various EID programs.
- Participate in regular communications with the Director of Equity, Inclusion, and Diversity, the NEWH, Inc. Executive Committee, and the NEWH, Inc. IBoD.
- Formulate budget with assistance of NEWH, Inc. Staff and Vice-President/Finance.
  - Adhere to all budgets as forecasted.

## Length of Term

- The Vice-President Equity, Inclusion, and Diversity position is a two (2) year position, with a two (2) term maximum.
- No person shall serve on the NEWH, Inc. IBoD for more than ten (10) consecutive years.

## Accountability

- Reports to NEWH, Inc. President, NEWH, Inc. IBoD/Executive Committee, 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 Vice-President Equity, Inclusion, and Diversity Task List/Timeline

Timing	Category	Activity
Throughout the year	Leadership	<p>Work with Director 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>
December/January	Leadership	Formulate budget with assistance of NEWH, Inc. Staff and Vice-President Finance.
During Strategic Planning and as Required / Requested	Leadership	Provide input based on the annual strategic planning session of the Executive Committee to the Director Equity, Inclusion, and Diversity for use in managing the various EID activities across NEWH, Inc.
	Leadership	Empower and support the Director Equity, Inclusion, and Diversity in managing the EID Committee.
Monthly, or at the designated meeting cadence	EID Committee	<ul style="list-style-type: none"> <li>• Attend EID Committee meetings/emails as needed.</li> <li>• Join the Committee as a participant with assignments.</li> </ul>
As Required / Requested	Marketing	<p>Review marketing plans and materials for EID programs with the EID Director before they are aligned 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 managed by NEWH, Inc. Staff.</li> </ul>
As Required / Requested	Leadership	Participate in regular communications with the Director EID and NEWH, Inc. Staff to assess progress, 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	<p>Attend IBoD meetings (2 of 3 each year).</p> <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.