

## IBoD EDUCATION CHAIR 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 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 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

- Manage the implementation of the NEWH IBOD national education programs including the EDOOnline program.

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

- With oversight, guidance, and support from the Director Education, work with NEWH, Inc. Office as necessary to implement the NEWH EDOOnline program.

## Length of term:

- The EDOOnline Chair position is two (2) years and may serve two (2) terms.

## Accountability

- Reports to the Director of Education.
- Submit information for Director Education 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 EDOOnline Chair Task List/Timeline

Timing	Category	Activity
As Required / Requested	Leadership	<p>With oversight, guidance, and support from the Director Education, implement the EDOOnline program.</p> <ul style="list-style-type: none"> <li>• Reach out to NEWH members for content for EDOOnline</li> <li>• Solicit educational content for EDOOnline from non-NEWH members whose mission is to educate such as AEC Daily, Carpet and Rug Institute, etc.</li> <li>• Work with NEWH, Inc. Staff as necessary to implement EDOOnline.</li> <li>• Review education submissions for appropriateness and communicate with submitters.</li> <li>• Review existing educational content on the website and remove it if it is no longer relevant.</li> </ul>
As Required / Requested	Leadership	<ul style="list-style-type: none"> <li>• Collaborate with the Director of Education to implement new educational programming.</li> <li>• Work with NEWH, Inc. Staff as necessary to implement EDOOnline and other educational programs.</li> </ul>
Cadence to be set	Leadership	Participate in regular communications with Director Education on all aspects of the EDOOnline program.
Monthly or Bi-Monthly	Leadership	Attend monthly or bi-monthly Education committee meetings.
As Required / Requested	Leadership	Attend Orientation / Training / Strategic Planning as required/requested.
Jan / May / Nov	Leadership	<p>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.</p> <p>IBoD meetings.</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 to the Director of Education 30 days prior to all IBoD meetings.