

IBoD MARTHA'S MENTORS 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 Martha's Mentors 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 Martha's Mentors program.

Length of Term

- The Martha's Mentors 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 Martha's Mentors Chair Task List/Timeline

Timing	Category	Activity
As Required / Requested Following the Martha's Mentors timeline.	Leadership	<p>With oversight, guidance, and support from the Director Education and with support from the NEWH, Inc Staff, implement the Martha's Mentors program.</p> <ul style="list-style-type: none"> Form a Martha's Mentors committee composed of members from the NEWH Executive Committee and NEWH Staff. With Martha's Mentors Committee <ul style="list-style-type: none"> Review and edit as necessary documents related to the Martha's Mentors program: <ul style="list-style-type: none"> criteria for mentors and mentees. timeline. applications for mentors and mentees. training materials for the program. manage communications with the NEWH membership at large, the mentors and mentees. With NEWH Inc Staff, market the program to potential mentors and mentees. Review and accept/reject applications for mentors and mentees. Match mentors and mentees. Train mentors and mentees. Follow-up with mentors and mentees to determine efficacy of the program. Survey participants about the program's effectiveness and implement helpful changes. Act as spokesperson for the program.
Cadence to be set	Leadership	Participate in regular communications with Director Education on all aspects of the Martha's Mentors program.
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"> Jan – 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 the Director of Education 30 days prior to all IBoD meetings.