

IBoD Past President 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 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 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

- Provide support to NEWH President, IBoD, and Executive Committee with insight and counsel.
- 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

- Serve as an Ambassador on behalf of NEWH, Inc. to all stakeholders, interested parties, and the community at large.
- Serve as Parliamentarian at all Executive Committee and NEWH, Inc. IBoD Meetings.
- Chair the Nominations committee to elect members of NEWH, Inc. Executive Committee and the NEWH, Inc. IBoD.
- Advise NEWH, Inc. IBoD/Executive Committee on experiences related to past programs and initiatives to validate alignment with mission and feasibility of program success.
- In the absence of the NEWH, Inc President, serve in the President role until a new President is selected.

Length of Term

- The Past President 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.
- The Board term length does not apply for unelected or non-voting positions.

Accountability

- Reports to the 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 Past President Task List/Timeline

Timing	Category	Activity
At NEWH Meetings	Leadership	<p>Serve as Parliamentarian at all Executive Committee and NEWH, Inc. IBoD Meetings.</p> <ul style="list-style-type: none"> • Have knowledge of parliamentary procedures. • Have knowledge of NEWH, Inc. By-laws. • Be informed of issues that may affect the mission, vision, or functions of NEWH, Inc.
September-October	Leadership	<p>Provide oversight of Nominations and Elections.</p> <ul style="list-style-type: none"> • Chair the Nominations committee to elect members of NEWH, Inc. Executive Committee and the NEWH, Inc. IBoD. • With the assistance of the NEWH, Inc. Office, issue a Nominations Letter and Declaration of Candidacy to eligible candidates. • Vet and qualify candidates. • Notify Candidates and IBoD Members within two weeks of the November IBoD Meeting and announce Election results at the IBoD Meeting in January/February.
As Required / Requested	Leadership	Serve as chair of the Ethics Committee and convene as necessary.
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"> • 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 30 days prior to all IBoD meetings.
Every 2 years	Leadership	Attend biennial Leadership Conference.