

IBoD President Job Description

May vote only to break a tie

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.

Purpose

- Provide leadership in all areas for NEWH, Inc., reporting to the Executive Committee, IBoD, and all members of NEWH, Inc. internationally.
- Supervise the business of NEWH, Inc., keeping all IBoD members focused on setting and meeting the goals of 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

- Provide oversight of NEWH activities to ensure that NEWH, Inc. mission, standards, and practices are maintained and followed.
- Oversee the annual strategic planning session of the NEWH, Inc. Executive Committee.
- Oversee the business of NEWH, Inc.
- Preside at IBoD meetings.
- Engage and support succession planning.
- Marketing Communication with NEWH, Inc. media.

Length of Term

- The 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 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 President Task List/Timeline

Timing	Category	Activity
December/January	Leadership	Formulate/review budget with assistance of NEWH, Inc. Staff and Vice-President Finance.
During Planning	Leadership	Oversee the annual strategic planning session of the NEWH, Inc. Executive Committee. <ul style="list-style-type: none"> Identify critical issues for NEWH, Inc. and engage the Executive Committee to develop strategy, goals, and action plans for the success of NEWH, Inc. growth.
	Leadership	Oversee the business of NEWH, Inc. <ul style="list-style-type: none"> Have a clear understanding of each IBoD Vice-President, Director, and Chair position's job description and requirements and how they contribute to the overall success of NEWH, Inc. Have a clear understanding of the primary goals for each discipline. Maintain continuous communication with Executive Committee members to be aware of progress related to their roles; empower and support Executive Committee members in managing their roles. <ul style="list-style-type: none"> Be engaged and in constant review of the strategic plan, goals and action items with the Executive Committee. Ensure all IBoD members are actively supporting their initiatives of the strategic plan and the mission of NEWH, Inc. Maintain continuous communication with NEWH, Inc. Office on NEWH, Inc. activity at the Office and Chapter/Regional Group activities, successes, and challenges. <ul style="list-style-type: none"> Ensure the NEWH, Inc. Office/Staff has appropriate resources to support and execute all initiatives - existing and developing initiatives - with appropriate time, manpower, and budget. Maintain engagement with Past Presidents to foster the "brain trust" of NEWH, Inc. Be open to potential expansion opportunities for NEWH, Inc., including financial, partnerships, expansion territories, media and all opportunities that fit within the mission and have potential success growth for NEWH, Inc. Represent NEWH, Inc. in a leadership role in all NEWH, Inc. activities.
	Leadership	Preside at IBoD meetings. <ul style="list-style-type: none"> Utilize parliamentary procedures when presiding at IBoD meetings. Set agendas for all IBoD meetings, including status reports on NEWH, Inc. activities, progress on goals, etc., following

		<p>IBoD and Executive Committee meeting protocols.</p> <ul style="list-style-type: none"> • Ensure NEWH, Inc. By-laws are maintained. • Encourage engagement and teamwork, practice time management, facilitate on-point discussions, maintain professional demeanor. • Represent NEWH, Inc. with diplomacy, inspiration, optimism and gratitude to our members and supporters for the future of NEWH, Inc.
	Succession Planning	<p>Engage and support succession planning.</p> <ul style="list-style-type: none"> • Engage members and Directors to pursue further roles within NEWH, Inc. • Request feedback from the Executive Committee and IBoD for all to be on the lookout for potential members to engage for future succession within NEWH, Inc.
	Marketing	<p>Marketing Communication with NEWH, Inc. media.</p> <ul style="list-style-type: none"> • Provide content for NEWH Magazine. • Provide content for NEWH, Inc. website and / or online activity. • Provide content for outside media request as NEWH, Inc. President.
As Required / Requested	Leadership	<p>Participate in regular communications with the Executive Committee and NEWH, Inc. Staff to assess progress, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.</p>
As Required / Requested	Leadership	<p>Attend Orientation / Training / Strategic Planning as required/ requested.</p>
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	<p>Provide a written report of goals, objectives, and activities 30 days prior to all IBoD meetings.</p>
Every 2 years	Leadership	<p>Attend biennial Leadership Conference.</p>