

IBoD Secretary 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 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

- Record and preserve the business records of NEWH, Inc. and ensure all Chapters/Regional Groups remain in compliance with all public laws governing their activities.
- Advise, oversee policy and direction, and assist with the leadership and general promotion of NEWH, Inc. so as to support the organization's mission and needs.

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

- Maintain records of NEWH, Inc. IBoD and Executive Committee meetings.
- Work with NEWH, Inc. Staff to maintain records of Chapter/Regional Group meetings.
- Participate in regular communications with Chapter Presidents/Regional Group Steering Committee Chairs, Vice Presidents of Administration, Secretaries, and NEWH, Inc. Staff to assess progress on programs, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.
- Formulate budget with assistance of NEWH, Inc. Staff and Vice-President Finance.
 - Adhere to all budgets as forecasted

Length of Term

- The Secretary 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.

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 Secretary Task List/Timeline

Timing	Category	Activity
Jan / May / Nov	IBoD	<p>Maintain records of NEWH, Inc. IBoD meetings.</p> <ul style="list-style-type: none"> • Have a Master Template for format and attendance. • Create a highlight of the minutes of each IBoD meeting (notes of important topics and motions) and send to the NEWH, Inc. Office for Chapter/Regional Group distribution within one week of meeting. • Provide minutes, with records of motions, to the IBoD within thirty (30 days) of IBoD meetings. • Permanently preserve all minutes, all motions, and all reports of the organization.
	Executive Committee	<p>Maintain records of NEWH, Inc. Executive Committee meetings.</p> <ul style="list-style-type: none"> • Have a Master Template for format and attendance • Take minutes of Executive Committee Conference Calls. • After each call, complete minutes and distribute via email in a timely manner.
	Chapter/ Regional Group	<p>Work with the NEWH, Inc. Office to ensure all Chapter/Regional Group Minutes are received in a timely manner.</p> <ul style="list-style-type: none"> • Contact NEWH, Inc. Office prior to each IBoD meeting to make sure Chapters/Regional Groups are current. • Contact Chapter/Regional Group Secretary for follow up to any concerns. • Work with the NEWH, Inc. Office to ensure all Chapter Board/Regional Group Annual Reports are filed with each state agency
As Required / Requested	Leadership	<p>Participate in regular communications with Chapter Presidents/Regional Group Steering Committee Chairs, Vice Presidents of Administration, Secretaries, and NEWH, Inc. Staff to assess progress on programs, 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>