

IBoD Vice-President International Relations EU/UK Job Description

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

- Develop and facilitate a programme that expands the NEWH, Inc. mission of education through charitable endeavors worldwide. The programme should increase the visibility/credibility 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 (see [Task List](#) for More Details)

- Represent the NEWH, Inc. mission within the European Union (EU) / United Kingdom (UK).
- Promote NEWH, Inc. in the EU/UK.
- Act as Liaison between IBoD and EU/UK Chapter Boards/Regional Group Steering Committees.
- Monitor of all Legal and Financial Activities.
- Assist the NEWH, Inc. IBoD in preparing its annual strategic plan with special attention given to issues related to international relations in the EU/UK.
- Formulate budget with assistance of NEWH, Inc. Staff and Vice-President/Finance.
 - Adhere to all budgets as forecasted.

Length of Term

- The Vice-President International Relations EU/UK position is a two (2) year position, with a four (4) 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 Vice-President International Relations EU/UK Task List/Timeline

Timing	Category	Activity
December/January	Leadership	Formulate budget with assistance of NEWH, Inc. Staff and Vice-President Finance.
	Leadership	<p>Represent the NEWH, Inc. mission within the EU/UK.</p> <ul style="list-style-type: none"> • Work with EU/UK Chapters/Regional Groups and membership to ensure their knowledge and understanding of NEWH, Inc. • Ensure By-laws and Protocols of NEWH, Inc. are followed. • Have knowledge of the unique country Bylaws. • Facilitate growth of NEWH, Inc. in the EU/UK. • Build a Corporate Sponsor program in the EU/UK.
	Leadership	<p>Promote NEWH, Inc. in the EU/UK.</p> <ul style="list-style-type: none"> • Expand and introduce NEWH, Inc. in the EU/UK. • Explore potential partnerships and network with other associations. • Identify and utilize marketing opportunities within the local media. • Increase visibility and credibility of NEWH, Inc. • Build opportunities for the EU/UK with USA and EU/UK partners.
	Leadership	<p>Act as Liaison between IBoD and UK/EU Chapter Boards/Regional Group Steering Committees.</p> <ul style="list-style-type: none"> • Support communications between EU/UK Chapters/Regional Groups and NEWH, Inc. IBoD. • Support communications between all EU/UK Chapters/Regional Groups. • Ensure the EU/UK Chapter Boards/Regional Group Steering Committees continue to develop, provide mentoring to new Chapter Board/Regional Group Steering Committee members, and establish a clear succession plan for the future. • Be an advocate for concerns of EU/UK membership. • Present challenges or concerns to NEWH, Inc. Office, Executive Committee/IBoD.
		<p>Overview all Legal and Financial Activities.</p> <ul style="list-style-type: none"> • Review legal documents ensuring compliance with laws in the UK and the respective countries in the EU. • Review year end financials. • Monitor banking activities to ensure they are within NEWH, Inc. By-laws and procedures. • Field any questions and concerns re legal and financial activities to the NEWH, Inc. Office.

With Director Scholarship	Marketing	Review marketing plans and materials for events in the EU/UK to make sure they are aligned with NEWH, Inc. and its mission before submitting to Vice-President/ Communication for implementation. <ul style="list-style-type: none"> Please note: all graphic materials are created by our graphics contractor managed by NEWH, Inc. Staff.
As Required / Requested	Leadership	Participate in regular communications with the NEWH President and NEWH, Inc. Staff to assess progress, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.
As Required / Requested	Leadership	Attend Orientation / Training / Strategic Planning as required/ requested.
Jan / May / Nov	Leadership	Attend IBoD meetings (2 of 3 each year). <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.