

IBoD Vice-President Finance 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

- Assist NEWH Chief Financial Officer (CFO) as requested to keep and maintain adequate and correct books and records of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.
- Ensure NEWH, Inc. standards and practices for fundraising are understood and followed by Director/Fundraising as well as all Chapter Boards/Regional Group Steering Committees and Fundraising Directors.
- 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)

- Act as liaison between NEWH, Inc. Office, NEWH, Inc. IBoD, Director Fundraising, Chapter/Regional Group Presidents/Steering Committee Chairs, Treasurers, and Directors of Fundraising to coordinate policies & procedures and provide budgeting & fundraising support.
- Ensure adequate and correct books and records of the properties and business transactions of NEWH, Inc. are kept and maintained, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements.
- Prior to first yearly IBoD meeting, work with NEWH, Inc. Office and NEWH, Inc. Vice Presidents & Directors to set workable budget for approval by the IBoD.
- Provide input based on the annual strategic planning session of the Executive Committee to the Director Fundraising. for use in oversight of fundraising activities of Chapters/Regional Groups.
- Empower and support the Director Fundraising in their oversight of fundraising activities of Chapters/Regional Group.
- Participate in regular communications with Director Fundraising 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 Vice-President Finance 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 Vice-President Finance Task List/Timeline

Timing	Category	Activity
	Compliance	<p>Compliance:</p> <ul style="list-style-type: none"> • Ensure adequate and correct books and records of the properties and business transactions of NEWH, Inc. are kept and maintained, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements • Support Director/Fundraising in their monitoring Chapter/Regional Group events to ensure each follows the IRS guidelines and results in profitable events • Maintain quarterly communications with NEWH, Inc. CFO to verify that each Chapter/Regional Group is in compliance with the financial policies of NEWH, Inc. and to help address any issues <ul style="list-style-type: none"> ○ Chapter budgets are set by Chapter Boards under the guidance of their Treasurers, working with each Chapter Director to review previous years' budgets and set budget for the upcoming year ○ NEWH, Inc. Office handles all tax filing, Federal and State where required ○ NEWH, Inc. Office monitors/reconciles NEWH, Inc. and all Chapter bank accounts
December/ January	Budgeting	<p>Budgeting:</p> <ul style="list-style-type: none"> • Prior to first yearly IBoD meeting, work with NEWH, Inc. Office and NEWH, Inc. Vice-Presidents & Directors to set workable budget for approval by the IBoD. • Maintain regular communications with NEWH, Inc. CFO regarding status of budget. • Maintain regular communications with NEWH, Inc. Office and NEWH, Inc. Executive Committee regarding status of budget
	Fundraising	<p>Fundraising:</p> <ul style="list-style-type: none"> • Provide input based on the annual strategic planning session of the Executive Committee to the Director Fundraising for use in oversight of fundraising activities across NEWH, Inc. and the NEWH Chapters/Regional Groups. • Empower and support the Director Fundraising in their oversight of fundraising activities of Chapters/Regional Groups. • Lead regular communications with Director Fundraising to assess progress on fundraising activities in the Chapters/Regional Groups, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD • Provide regular progress reports to NEWH, Inc. Executive Committee and IBoD on fundraising activities

		<ul style="list-style-type: none"> Provide feedback from the Executive Committee and IBoD to the Director/Fundraising
As Required / Requested	Leadership	Participate in regular communications with Director Fundraising and NEWH, Inc. Staff to assess progress on programs, 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.