

IBoD Director Membership 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 Chapter/Regional Group Membership Directors in promoting NEWH, Inc. for recruiting new members and retaining members.

Major Responsibilities (see Task List for More Details)

- Be knowledgeable of the different membership types available to members.
- With input from the Vice-President Membership based on the annual strategic planning session of the Executive Committee and feedback from the Executive Committee and IBoD on progress reports, manage the various membership activities of NEWH, Inc.
 - Recruiting
 - Retention
 - Marketing
- Form and manage the Membership Committee from the Chapter/Regional Group Membership Directors to assist in the various membership activities of NEWH, Inc.
- With input from Vice-President Membership based on the annual strategic planning session of the Executive Committee and feedback from the Executive Committee and IBoD on progress reports, facilitate the TopID Chair to develop and implement the TopID recognition program across the Chapters/ Regional Groups.
- Participate in regular communications with the Vice-President Membership and NEWH, Inc. Staff to assess progress on programs, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.

Length of Term

- The Director Membership 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 Vice-President Membership, NEWH, Inc. President, and NEWH, Inc. Office.
- Submit reports for all Executive Committee and IBoD meetings on time.
- Personal contact with new members and existing members.

Outside Resources and Relationships

- Represent NEWH, Inc. and be aware of events being held by other industry organizations, businesses, and educational institutions.

IBoD Director Membership Task List/Timeline

Timing	Category	Activity
Upon assuming the role	Leadership	Be knowledgeable of the different membership types available to members. (see NEWH website for more details - Membership Levels)
During Planning	Membership Data	With assistance from NEWH, Inc. Office, understand data trends (e.g. demographics) related to NEWH Membership, looking for opportunities to grow and gaps to close.
During Planning	Membership Committee	Form Membership Committee from the Chapter/Regional Group Membership Directors to assist in the various membership activities of NEWH, Inc., suggesting, helping, supporting, and creating an international agenda that pursues outreach for membership.
Cadence determined by VP, Director, members	Membership Committee	Lead Membership Committee meetings/emails as needed.
	Recruiting and Retention	<p>Recruiting and Retention:</p> <ul style="list-style-type: none"> Regularly review all membership materials, looking for opportunities to improve/enhance. Document membership value and coordinate with Marketing to promote NEWH, Inc. membership. Coach Chapter/Regional Group Membership Directors, sharing methods of recruitment and membership retention ideas. Actively recruit members.
	Marketing	<p>Review marketing plans and materials for Membership initiatives with Vice-President Membership for approval, and then align with NEWH, Inc. Staff and Vice-President Communication for implementation.</p> <ul style="list-style-type: none"> Please note: All graphic materials are created by our graphics contractor and approved and managed by NEWH, Inc. Staff.
As Required / Requested	Leadership	Participate in regular communications with Vice-President Membership and NEWH, Inc. Staff to assess progress on programs, address obstacles, and prepare progress reports to NEWH, Inc. Executive Committee and IBoD.
	Leadership	Empower, support, and provide oversight of the TopID Chair in developing and implementing the TopID program across the Chapters/ Regional Groups.
Cadence to be set	Leadership	Participate in regular communications with the TopID Chair 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.