

IBoD Vice-President Membership 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 on 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

- Oversee all aspects of Membership activities managed by the Director Membership and Chapter Membership Directors.
- 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)

- Be knowledgeable of the different membership types available to members.
- Provide input based on the annual strategic planning session of the Executive Committee to the Director Membership for use in managing the various membership activities of NEWH, Inc.
- Empower, support, and provide oversight of the Director Membership in their managing the Membership Committee in membership activities:
 - Recruiting
 - Retention
 - Marketing
- Participate in regular communications with Director Membership, the NEWH, Inc. Executive Committee, and the NEWH, Inc. IBoD. and 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 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 NEWH, Inc. President, NEWH, Inc. IBoD/Executive Committee, 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 Membership Vice-President Task List/Timeline

Timing	Category	Activity
December/January	Leadership	Formulate budget with assistance of NEWH, Inc. Staff and Vice-President Finance.
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	Leadership	Provide input based on the annual strategic planning session of the Executive Committee to the Director Membership for use in managing the various membership activities of NEWH, Inc.
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.
	Leadership	Empower and support the Director Membership in managing the Membership Committee in membership activities: <ul style="list-style-type: none"> • Recruiting • Retention • Marketing
Cadence determined by VP, Director, members	Membership Committee	<ul style="list-style-type: none"> • Attend Membership Committee meetings/emails as needed. • Join the Committee as a participant with assignments.
With Director Membership	Recruiting and Retention	Recruiting and Retention: <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. • Support Director Membership to coach Chapter/Regional Group Membership Directors, sharing methods of recruitment and membership retention ideas. • Actively recruit members.
With Director Membership	Marketing	Review marketing plans and materials for Membership initiatives and then align with NEWH, Inc. Staff and Vice-President Communications for implementation. <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 Director Membership 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.