

IBoD Vice-President Scholarship 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 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

- Oversee all aspects of the NEWH, Inc. mission of Scholarship.
- 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)

- Provide oversight with NEWH, Inc. Staff and Director/Scholarship to ensure that NEWH, Inc. mission, standards, and practices for scholarships and the scholarship application processes are understood and followed for all scholarships at the NEWH, Inc. level and at the Chapter Scholarship Directors/Regional Groups.
- Provide input based on the annual strategic planning session of the Executive Committee to the Director Scholarship for use in managing the various scholarship programs.
- Empower and support the Director Scholarship in their oversight of the Scholarship Committee and execution of the various Scholarship programs.
- Provide support for outreach to affiliated organizations (such as educational institutions, student groups/organizations, etc).
- Participate in regular communications with Director Scholarship 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.
- Attend BDNV and HD Vegas events and present the various awards on stage to the scholarship winners
- Lead scholarship application training throughout the year to help the transfer of knowledge.

Length of Term

- The Vice-President Scholarship 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 Scholarship Task List/Timeline

Timing	Category	Activity
December/January	Leadership	Formulate budget with assistance of NEWH, Inc. Staff and Vice-President Finance.
	Leadership	<p>Provide oversight with NEWH, Inc. Staff and Director Scholarship to ensure that NEWH, Inc. mission, standards, and practices for scholarships and the scholarship application processes are understood and followed for all scholarships at the NEWH, Inc. level and at the Chapter Scholarship Directors/Regional Groups.</p> <ul style="list-style-type: none"> • Define and develop standards and practices. • Yearly evaluation of the various Scholarship programs. • Yearly evaluation of the application processes for the various Scholarship programs. • Timely review and judging of all applications and selections of winning students.
During Planning	Leadership	Provide input based on the annual strategic planning session of the Executive Committee to the Director Scholarship for use in managing the various Scholarship programs across NEWH, Inc. and the NEWH Chapters/Regional Groups.
	Leadership	<p>Empower and support the Director Scholarship in their managing the Scholarship Committee in Scholarship activities.</p> <ul style="list-style-type: none"> • Providing oversight and guidance on implementing Scholarship programs <ul style="list-style-type: none"> ○ Branded Scholarships ○ Green Voice Design Competition (see addendum for more details on the Green Voice Scholarship program) ○ ICON of Industry Scholarships ○ Leadership Conference Scholarship ○ Memorial Scholarships ○ Vendor Scholarships ○ Women Leaders Scholarship • Providing support for outreach to affiliated organizations (such as educational institutions, student groups/organizations, etc.)
	NEWH, Inc. Staff	<ul style="list-style-type: none"> • STAFF: Notification to winning students and notification to non-winning applicants. • STAFF: Provide for any and all necessary correspondence with schools, students, etc. • STAFF: Ensure NEWH, Inc. mission, standards and practices for scholarship and the scholarship application processes are followed for scholarships at the NEWH, Inc level. • STAFF: Ensure NEWH, Inc. mission, standards and practices for scholarship and the scholarship application processes are followed by the Chapter Scholarship Directors/Regional Group Scholarship Chairs.
Monthly, at minimum	Scholarship Committee	<ul style="list-style-type: none"> • Attend Scholarship Committee meetings/emails as needed. • Join the Committee as a participant with assignments.

		<ul style="list-style-type: none"> Lead scholarship application training throughout the year to help the transfer of knowledge.
With Director Scholarship	Marketing	<p>Review marketing plans and materials for Scholarship programs before they are aligned 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 managed by NEWH, Inc. Staff.
As Required / Requested	Leadership	Participate in regular communications with the Director Scholarship 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	<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.
May / Nov	Leadership	Attend BDNY and HD Vegas events and present the various awards on stage to the scholarship winners
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.