



## Mandatory Training EQUITY, INCLUSION, & DIVERSITY DIRECTOR

Who is the NEWH, Inc. President? \_\_\_\_\_

Name the person (and their position) on your board who you report to and go to for questions.

\_\_\_\_\_

Check the board members who have a vote on your board:

- President
- VP/Administration
- VP/Development
- Treasurer
- Secretary
- Executive Advisor
- Directors
- Chairs

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH, Inc. within \_\_\_\_\_ days and accompanied by a receipt.

Is there a fee to use the chapter credit card? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Who do I contact to use the NEWH Chapter credit card for deposits and payments to vendors?

\_\_\_\_\_

You will serve as the liaison with the \_\_\_\_\_, \_\_\_\_\_, and NEWH, Inc. on Equity, Inclusion, and Diversity.

You should collaborate with \_\_\_\_\_ to hold at least one event during the year that is focused on EID.

The EID Director reports to \_\_\_\_\_, \_\_\_\_\_, and the NEWH, Inc. Office.

**Thank you for serving!**

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Save this file as (lastname\_firstname) and email completed form to [erika.swansen@newh.org](mailto:erika.swansen@newh.org)