



## Mandatory Training MARKETING 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:

- |  |  |
|--|--|
| <input type="checkbox"/> President         | <input type="checkbox"/> Secretary         |
| <input type="checkbox"/> VP/Administration | <input type="checkbox"/> Executive Advisor |
| <input type="checkbox"/> VP/Development    | <input type="checkbox"/> Directors         |
| <input type="checkbox"/> Treasurer         | <input type="checkbox"/> 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.

Where should sponsor checks be mailed?

\_\_\_\_\_

Is there a fee to use the chapter credit card? \_\_\_\_\_Yes \_\_\_\_\_No

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

\_\_\_\_\_

The Marketing Director oversees these 4 chair positions on the board:

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

When creating an event invitation with a colored background, place the NEWH logo in a white box.

\_\_\_\_\_ True          \_\_\_\_\_ False

How much lead-time is required for email broadcast requests?

\_\_\_\_\_

Who should I send my event invitation/email broadcast requests to?

\_\_\_\_\_

It is the chapter's responsibility to keep its chapter website pages fresh and updated.

\_\_\_\_\_ True          \_\_\_\_\_ False

Give 3 examples of what a chapter can post on its social media platforms.

\_\_\_\_\_

Chapters are encouraged to open their own LinkedIn and Instagram accounts if desired.

\_\_\_\_\_ True          \_\_\_\_\_ False

**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)