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The Role of the Treasurer

Updated 12/13/2024

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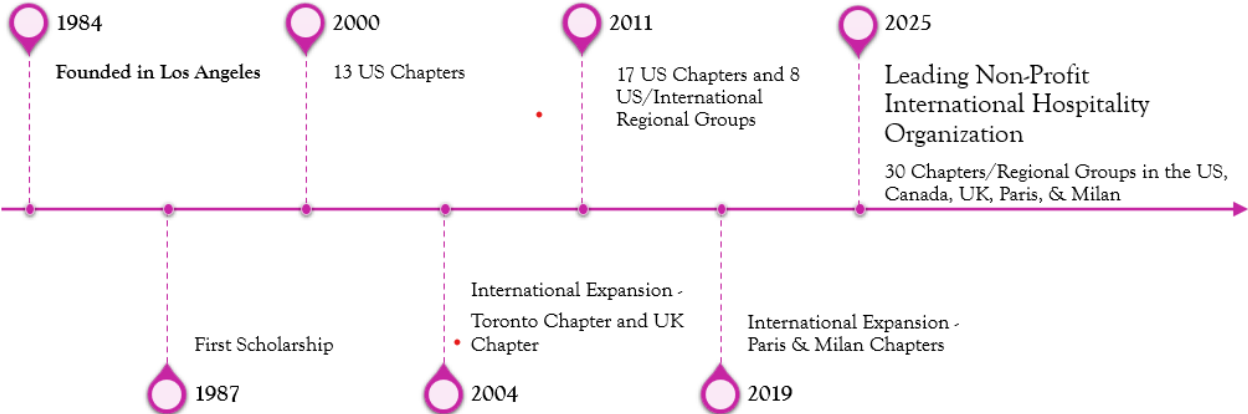
NEWH: The Role of the Treasurer

Overview

Why be involved in NEWH?

Knowledge is POWER! NEWH involvement will strengthen your professional skills and business network while building a stronger Board for the benefit of your Chapter and local hospitality community.

NEWH Timeline



NEWH, Inc. is a 501(c)(3) non-profit organization founded in 1984 in Los Angeles, California by a group of women that shared a vision for females to have professional success in the hospitality industry. They founded the Network of Executive Women in Hospitality to provide networking opportunities with women engaged in careers related to hospitality design; hotels, motels, resorts, restaurants, cruise ships, casinos and other commercial properties. They decided to focus on sharing education and build a network of volunteers that would work towards a common mission to raise scholarship funds for deserving students pursuing careers in hospitality. The mission and organization quickly grew and opened membership and board participation to include men by 1993. NEWH, Inc. today is comprised of over 7,200 members, 30 Chapters and Regions and has awarded more than \$9.2 million dollars in scholarships funds to over 3,100 students.

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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.

Non-Profit vs For Profit: What is the difference?

NONPROFIT

- Organization provides services of benefit without financial incentive
- Nonprofit is qualified by the IRS as a tax-exempt organization through education and scholarship
- Voluntary trustees govern the Nonprofit, protecting members interest
- Nonprofit owned by the public; status granted by the IRS
- NEWH, Inc. as a 501(c)(3) does not lobby

FOR PROFIT

- Organization operates for personal or corporate monetary gain
- For Profit organization is governed by a Board of Directors – directors are paid for their service
- Stockholders own a for profit business

NEWH Serves

NEWH serves students, industry, and membership.

Students: NEWH recognizes the talent and ability of students and encourages involvement in all areas of the Hospitality fields through scholarships, educational programs, and volunteer opportunities.

Industry: NEWH offers educational events and networking opportunities to keep those involved in hospitality connected and informed.

Membership: NEWH provides meetings, educational programs, seminars, and career opportunities for its members.

What NEWH Does

Education: NEWH offers events and programs providing educational opportunities for students and hospitality industry professionals related to their fields including design, procurement, and sales. NEWH events bring knowledge from CEUs, hotel tours, to visionary panel discussions from leading industry professionals.

Networking: As part of its mission, NEWH connects students pursuing careers in the hospitality industry and industry professionals wishing to grow their careers in the hospitality industry with companies that have projects, job openings and internship programs.

Scholarships: NEWH has awarded over \$9.2M in scholarships that have impacted more than 3,100 students and their families from around the world. Volunteers are the driving force behind these astounding results.

Value of NEWH: Important Things to Consider When Joining an Organization

Credibility

NEWH has been bringing hospitality professionals together for more than three decades. It has grown to be the leading nonprofit international hospitality organization that focuses on promoting its members, participating in the mission of providing scholarships for students pursuing careers in hospitality. It is focused on hospitality-related businesses serving hotels, resorts, timeshares, casinos, cruise lines, theme parks, restaurants, and senior living markets.

Expanding Your Network

Making connections is critical to running a successful business and joining NEWH gives countless opportunities to connect in person at an event or program. There is a sense of security belonging to a large network that can support you in strategic business moves whether they are local or international. NEWH's international network reaches more than 30 hospitality regions from US, Canada, and Europe with more than 7,200 members.

Broadening Your Knowledge

Through Chapters and distinct partnerships NEWH offers seminars, panel discussions, property tours and online education to keep its members up to date on the latest industry innovations, research, and trends. NEWH brings small format product showcases directly to your community for a "touch and feel" of the latest products.

Personal and Professional Development

NEWH gives you an opportunity to develop your skills as a leader through participation on Chapter Boards.

Taking Charge of Your Career

Take advantage of career resources. NEWH offers a "Career Network" where members can post resumes and job listings for little to no cost. This is a great way to find targeted job postings for your area of interest or gain a new employee that is trained for your specific needs.

Strength in Numbers

NEWH is committed to recognizing and promoting its members and their work. The NEWH Magazine features members, hospitality projects, and scholarship recipients and has a circulation of more than 20,000 worldwide.

International conferences and events feature members and their contributions to the organization and the industry.

Stay Motivated and Stay Inspired

Any venture worth pursuing will be challenging along the way. It is important to be proactive about things you discover on the journey. Joining NEWH will keep you in tune with today and inspired for the future as you engage in many of the local and international events focused on building a stronger future for the hospitality industry!

Give Back to Your Community

Participating on a Chapter Board or committee is a great way to grow your network and build lasting relationships you will value for business and friendship, while raising funds for the mission of scholarships.

Participating and/or attending events and programs allows you to stay in touch while giving back to the industry you remain passionately committed to.

Giving back is invaluable. With NEWH you can become a part of something that enhances your career while working towards a brighter future for everyone.

NEWH Partnerships

NEWH has built strategic alliances and partnerships to benefit its members and the driving mission of education, networking and raising scholarship funds for students pursuing careers in hospitality.

Corporate Partners

NEWH Corporate Partners are primarily comprised of manufacturers that produce products for the hospitality industry. These relationships are important to support the financial stability of NEWH.

Corporate Partners allow NEWH to keep dues at an affordable rate, host in-person International Board of Director Meetings and support new membership initiatives.

NEWH has 3 levels of NEWH Corporate Partnership, ranging from \$18,000 to \$38,500 USD per year).

Green Voice

NEWH supports a focused educational initiative related to sustainability and the protection of our environment.

Green Voice Partners financially supports the needs related to resourcing credible talent and professional expertise that can deliver comprehensive knowledge about sustainability at international expositions and conferences.

NEWH includes the vision of our students through design competitions tapping into their creative design solutions that benefit the world of hospitality.

Media

NEWH Media Partners bring strength to the extensive international network with their vast reach into the market connecting with executives and professionals that lead the industry with innovative thought, influence, and action.

These partners provide NEWH and its members presence at international expositions, conferences, and trade fairs allowing NEWH the opportunity to spread their message and share initiatives that benefit the entire industry and those that support it. Many of these partners assist NEWH in promotion of its members and supporters through their globally renowned publications.

Brand Partners

Brand Partners lead the charge for bringing the highest level of education to our professional members. We provide live educational sessions that host the brand partners as they share pertinent information with a perspective on pipeline and design expectations related to the brand distinctions.

BrandED Program Partners are manufacturing companies that support this educational and networking initiative for NEWH. This program funds multiple scholarships per year presented at international events.

Design

NEWH is committed to acknowledging and promoting its member firms through programs such as Top Interior Designers (TopID), which celebrates its talented and innovative design professionals.

We are proud to promote our members throughout the world as leaders in design excellence with a heart for giving back to the hospitality community.

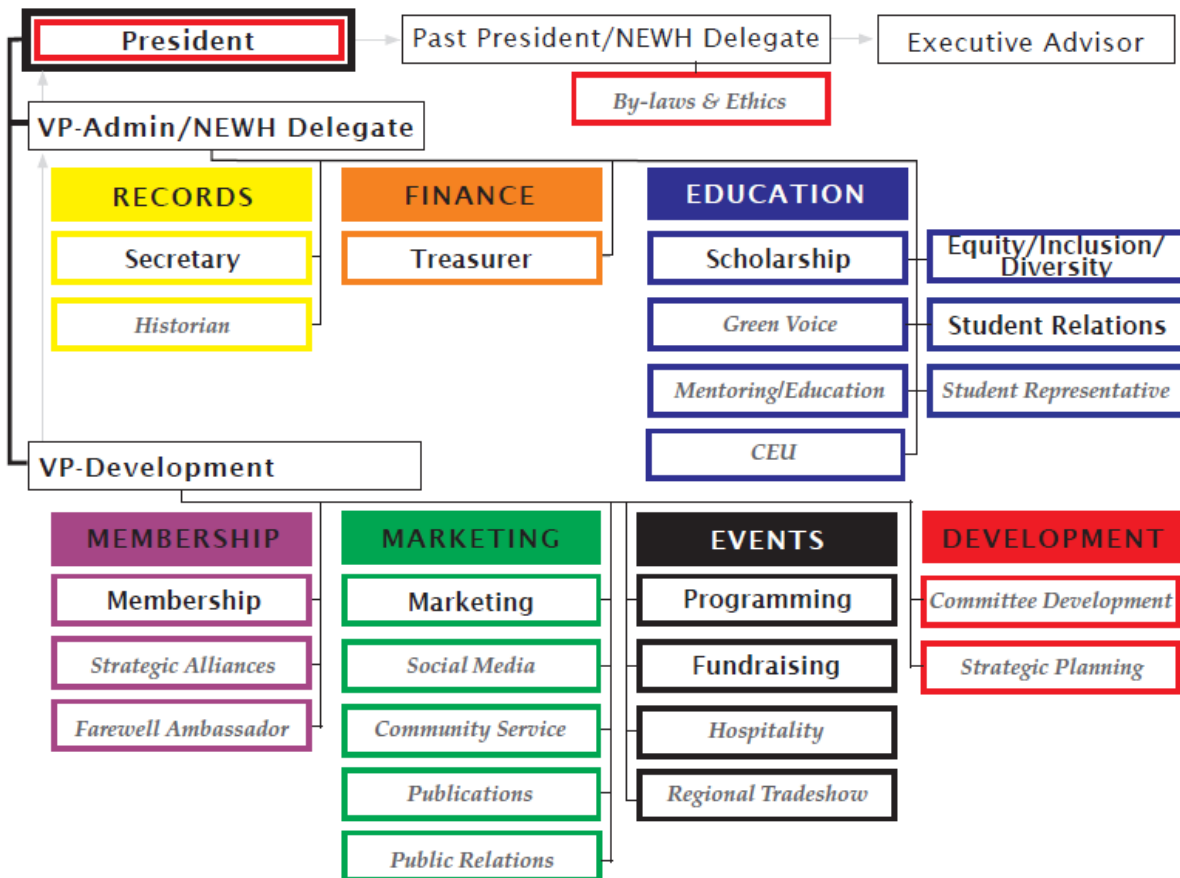
International

The strength of NEWH's network comes from the expansion of Chapters and regions to selective hospitality communities.

We align with International Partners that provide financial support and cultural guidance related to building these regions to support their businesses and local hospitality industry.

NEWH, Inc. Chapter Board of Directors Organizational Chart

NEWH, Inc. Chapter Board of Directors
Organizational Chart



Understanding the Chapter Board Succession Plan

NEWH has a succession plan policy in place for Chapters to follow. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH Board model. The **VP/Development**, **VP/Administration**, **President**, **Past President**, and **Executive Advisor** positions are part of the succession plan - beginning with the VP/Development position which is elected.

Each position is a one-year term, which means when you accept to run for VP/Development you are making a 5-year commitment to your Chapter. *No person shall serve on the Board more than ten (10) years.*

The **VP/Administration** and **Past President** will also serve as the Chapter's **NEWH Delegate**.

**NOTE: In the UK, the delegate position is a floating position for a Board member can attend the IBoD meeting in the U.S.*

Board Positions

Executive Committee (1 vote each, unless indicated)

- President* (no vote, unless tie)
- VP-Administration/NEWH Delegate*
- VP-Development
- Secretary
- Treasurer
- Past President/NEWH Delegate*
- Executive Advisor* (no vote)

*Automatic positions are part of succession planning and begin at the VP/Development position, which is elected. After one year in the position, the person will move to the next level. This ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board model. All other positions are one-year positions, with a 2-year maximum per position.

Directors (1 vote each)

- Scholarship
- Equity, Inclusion, and Diversity
- Membership
- Programming
- Fundraising
- Marketing
- Student Relations

Chairs (no vote)

- Community Service
- Hospitality
- Internet Communication
- Public Relations
- Publications
- Green Voice
- Student Rep
- Other

Quorum = 50% of voting members +1

Email Vote: To be valid, the vote must be unanimous and have 100% participation/reply of all voting Board members.

Expectations of all Chapter Board of Directors / Regional Group Steering Committee 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 and the Chapter.
- Be familiar with Chapter finances, budget, and financial/resource needs.
- Understand the policies and procedures of NEWH.
- Be alert to community concerns that can be addressed by NEWH mission, objectives, and programs.
- Help communicate and promote NEWH mission and programs to the community.
- If a vacancy occurs between elections, Chapter Board members may recommend an NEWH member to fill the vacancy, upon which a motion is made and voted on.
- Ensure all records, correspondence, and other collateral materials are maintained to be passed along to the successor in the role as part of the Board of Directors' knowledge transfer process or turned over to the Chapter President and/or NEWH, Inc. Office if there is no immediate successor.
- Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
- Attend and participate in Chapter Board meetings and IBoD committee meetings on a regular basis.
 - Study agenda and supporting materials prior to Board and committee meetings.
 - Keep the "personal" out of Board and committee meetings and focus on the "greater good" for the Chapter and for NEWH.
- Attend Chapter events.

The Board/Chapter – NEWH, Inc. Staff Relationship

Consider it a partnership, alliance, collaboration between Chapter Boards and the NEWH, Inc. staff to achieve the goals of NEWH.

How to be a Valuable Board Member

- Promote NEWH, Inc. to others; understand the mission/history.
- Understand roles and responsibilities; hold others accountable.
- Live your role and responsibilities; hold yourself accountable.
- Stay in your lane.
- Cross over lanes when asked.
- Come prepared (review agenda and supporting documents).
- Treat information and discussions as “confidential.”
- Be curious about different perspectives/practice teamwork.
- Consensus means “I can live with it” and will support it as a team.

Committee Do’s & Don’ts

Do:

- Choose members carefully, include non-Board members for committee service (If you need help recruiting, conduct a member talent survey – contact the NEWH, Inc. Office for info).
- Distribute committee assignments evenly across the Board so all members are involved.
- Give goals and provide follow-up communication/connect with committee members on an ongoing basis to ensure success.
- Get approval from the full Board before making important decisions.
- Write committee reports providing info to the Board.

Don’t:

- Create committees that are too large to be effective.
- Treat non-Board members as outsiders.

Celebrate your success, highlight your Board members, and thank them! Be sure to post your Board/committee volunteers on Facebook, Instagram, LinkedIn.

Board Financial Responsibilities

- The Board should carefully review all financial reports as they have a fiduciary responsibility for all Chapter finances.
- The treasurer will present a financial report for the previous period at each monthly meeting.
- The Board should prepare, propose, and vote to approve an annual budget. Chapters should not be spending money until a budget has been approved.
- The approved budget should be included with the [Chapter Business Plan](#) and turned in to NEWH, Inc. Office by end of February. The business plan template can be found on NEWH website.

Financial Notes

All Chapters have two (2) bank accounts – Administrative and Scholarship. Checks are ONLY written from the administrative account. Checkbooks are held at the NEWH, Inc. Office on the Chapter's behalf. Scholarship dollars are NOT to be co-mingled with administrative funds. Funds transferred from the scholarship account to the administrative account to cover the expenditure(s), please contact Susan Huntington with the approved transfer amount and she will complete the bank transfer for you.

NEWH, Inc. holds a Chapter credit card for all Chapters to utilize to pay expenses (no fee). This ensures that vendors are paid promptly, and Board members are not using personal finances to pay NEWH expenses. Please submit Chapter requests to Susan Huntington at NEWH.Finance@newh.org.

State compliance is conducted through the NEWH, Inc. Office. Please check with the NEWH, Inc. Office if your Chapter is tax-exempt, we are NOT tax exempt in all states.

Reimbursement

Reimbursement Requests

All reimbursement requests need to be submitted within 60 days and accompanied by receipts. These expenditures are to be approved by the Board of Directors and are inclusive of two signatures. *This policy holds true for any reimbursable delegate travel to International Board of Directors meetings.* After 60 days it is considered a charitable donation and NEWH will provide a tax-deductible receipt.

Delegate Reimbursement

NEWH has a very conservative travel reimbursement policy.

NEWH will cover ½ of the NEWH, Inc. Board Members and Chapter Delegate's airfare and ½ of their room expense for two (2) nights max to attend regularly scheduled Board of Directors meetings (if these expenses are not being covered by their business). Chapter covers the other half of airfare/lodging and includes it in annual budget. Room rates are based on double occupancy with qualified Board members.

Please note: There are caps on airfare and lodging based on location – Delegates are informed of the caps in the meeting announcement sent by NEWH. NEWH will reimburse up to \$50 of additional approved expenses with receipt. An approved expense is transportation or meals (no alcohol).

If, in your normal course of business, you will be attending (or exhibiting at) an event, you should only request the appropriate portion of one-night's lodging and no airfare.

Treasurer Job Description and Expectations

The Treasurer is a **voting** position.

Purpose

- Keeps and maintains accurate books and records of all financial transactions of the Chapter.
- Records financial transactions of its assets, liabilities, receipts, and disbursements into the Chapter's QuickBooks Online account per the established chart of accounts.
- Deposits all money and other valuables in the name and to the credit of the Chapter and disburses the funds of the Chapter as approved by the Chapter Board of Directors.
- Provides to the Chapter Board of Directors reports on the financial condition of the Chapter at each monthly Chapter meeting.

Major Responsibilities (see [Task List](#) for More Details):

- Work with NEWH, Inc. CFO on all financial activities, questions, budget preparation and review, etc.
- Compile and submit the Chapter Board approved annual budget to the NEWH, Inc. Office by February 15 each year.
- Provide oversight of financial activities in the Chapter.
 - Provide oversight of activities related to income activity for the Chapter.
 - Provide oversight of activities related to disbursements of funds for the Chapter.
- Work with Programming/Fundraising Directors to ensure financial aspects of all Chapter events are properly managed.
- Ensure no funds are deposited or dispersed through the Chapter account associated with a Chapter community service event.
- Serve as an authorized signer on both Chapter checking accounts.
- Participate in communications with the NEWH, Inc. CFO as required/requested.

Length of Term

- The Treasurer position is a one-year position, with a two (2) year maximum.
- No person shall serve on the Chapter Board more than ten (10) consecutive years.

NOTE: *The member that serves as Treasurer may not serve simultaneously in any other position on the Board.*

If a Board member is serving in one of the succession positions (VP/Administration, VP/Development, President, Past President or Executive Advisor) that person cannot relinquish that position to serve as the Treasurer of the Chapter.

Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. CFO
- Attendance expected at all required meetings/events.
- Work closely with NEWH, Inc. Office to ensure proper documentation of all transactions in a timely manner.
- Reports to Chapter Board accurate Chapter financial status

Outside Resources and Relationships

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

Sponsors

Thank You Notes

All sponsors should receive a thank you letter stating NEWH's Tax ID number, listing any goods and services the sponsor received and the fair market value of their donation. ([Template available in NEWH Board Resources = Programming/Fundraising](#))

Sponsorship checks should be mailed to the NEWH, Inc. Office.



Treasurer Task List/Timeline Overview

Timing	Category	Activity
January	With NEWH CFO	NEWH, Inc. Office provides access to QuickBooks for real time financial information and reporting purposes.
As Requested	With NEWH CFO	Assist the NEWH, Inc. CFO to collect W-9's from all new vendors.
By Feb 15	Budget	Compile and submit the Chapter Board approved annual budget to the NEWH, Inc. Office by February 15 each year. From a legal perspective, the Chapter must have an approved budget prior to having any checks written.
Monthly	Financial Oversight	Review Chapter accounts in QuickBooks and/or Financial Reports provided by the NEWH. Office each month for accuracy; report any issues to the NEWH, Inc. Office
Monthly	Financial Oversight	Report at each Chapter Board meeting an account of all the financial transactions and the financial condition of the Chapter.
As Required	Financial Oversight	Ensure all donations made to Chapters that state "for scholarship" are put directly into the scholarship account; these are considered restricted donations.
As Requested	Financial Oversight	Do not allow use of personal accounts for any Chapter financial activity; use Chapter credit cards, bank accounts, etc.
As Requested	Financial Oversight	Do not allow payments in cash; all transactions must be documented and traceable.
As Requested	Income Activities	Whenever possible, provide the custom link to customers or process credit card payments via the GoPayment app. When Chapters utilize either payment method, funds are collected through the NEWH, Inc. Office and reimbursed the same as online RSVPs. If using the GoPayment app, ensure BOTH memo fields are filled in to identify what the purchase is for (abbreviations are fine – e.g., SFBA-tour = San Francisco Bay Area Hotel Tour). Items list can be established to expedite check out process.
As Requested	Income Activities	Online RSVPs are maintained by the NEWH, Inc. Office (Julie Hartmann) and reconciled at the conclusion of the event. An electronic transfer is conducted, and a notification is sent to confirm completion.
Within 5 Days of Receipt	Income Activities	Ensure that credit card information gathered manually is sent to the NEWH, Inc. Office within 5 days.
As Requested	Disbursements	Oversee the disbursement of the Chapter's funds as approved by the Board of Directors.
Within 60 Days of Request	Disbursements	Ensure all reimbursement requests are submitted within 60 days and accompanied by receipts. These expenditures are to be approved by the Board of Directors and are inclusive of two approvals. <i>This policy holds true for any reimbursable delegate travel to International Board of Directors meetings.</i> After 60 days it is considered a charitable donation and NEWH, Inc. will provide a tax-deductible receipt. (see NEWH website for more details - NEWH Reimbursement Policy for NEWH Delegates)
As Requested	Disbursements	Oversee expense requests and obtain approvals from the Treasurer and Vice-President/Director of the discipline for any expense over \$250; two email approvals are required
As Required	Programming/ Fundraising	Assist the Programming Director and/or Fundraising Director in understanding and applying the NEWH Event Refund/Cancellation Policy . Assist the Programming Director and/or Fundraising Director in understanding the use of Insurance Coverages .

Within 45 Days After Each Event	Programming	With the assistance of the Chapter’s Programming Director, ensure all results and activity reports from events are submitted to the NEWH, Inc. Office and Chapter Secretary within 45 days of the event. (see NEWH website for the form to use - File Results of Activity within 45 day of each program.
Within 60 Days After Each Fundraising Event	Fundraising	Ensure all results and activity reports from fundraising events are submitted to the NEWH, Inc. Office and Chapter Secretary within 60 days of the event. (see NEWH website for the form to use – File Results of Activity within 60 days of each fundraiser). Inform NEWH, Inc. CFO the percentage of fundraising proceeds (minimum 65%) to be deposited to scholarship accounts.
January 15	Oversight	Ensure completed signature cards are submitted to the NEWH, Inc. Office by January 15 each year. Failure to do so will put the Chapter in non-compliance. As a result, the Chapter’s chartering will be at risk and bank accounts will be frozen. The Treasurer will be copied on the letter that was sent to the Chapter’s bank from the NEWH, Inc. attorney stating that accounts have been frozen.
As Required	Leadership	Participate in communications with the NEWH, Inc. CFO as required/requested.