



Mandatory Training VP/Administration – NEWH Delegate

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.

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?

You will assist the Past President with the _____, beginning in August and concluding in October.

What 5 director positions does the VP/Admin oversee?

_____ ; _____ ; _____ ; _____

Connecting with the area education community that has Hospitality programs and its student with NEWH, Inc. and the local NEWH Chapter is the role of the _____ Director?

As a Delegate, you must attend _____ (number) NEWH, Inc. board meetings.

What positions are responsible for submitting your chapter board report for the NEWH, Inc. Board meetings?

Delegate reimbursement for room expense is based on _____ occupancy with qualified board members.

What should be provided by the treasurer at each board meeting? _____

The approved budget should be included with the Chapter business plan and turned in to the NEWH, Inc. Office by _____.

Minutes are a legal record of board meetings. Minutes should be voted on/approved by your board in a timely manner and approved minutes submitted to _____.

As VP/Admin, you should be a committee member in every position you oversee.

_____ Yes _____ No

As VP/Admin, you will assume the position of _____ at the end of your VP/Admin term.

Thank you for serving!

Name: _____

Chapter: _____

Save this file as (lastname_firstname) and email completed form to erika.swansen@newh.org