



Mandatory Training VP/Development – 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?

The _____ Director brings the messages of the NEWH Chapter to the hospitality industry in a consistent and unified manner.

In the absence or disability of the _____ you would assume all duties and obligations.

What 4 director positions does the VP/Development oversee?

_____ ; _____ ; _____ ; _____

Actively recruiting new members and retaining existing members is the responsibility of the _____ Director.

The role of the Fundraising Director is to create, plan, and implement programs to raise funds for NEWH Chapter Scholarships and Chapter Administration. _____ True _____ False

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

The _____ Director creates, plans, and implements program event(s).

As the VP/Development, you create and oversee your Chapter's TopID Committee
_____ True _____ False

Thank you for serving!

Name:

Chapter:

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