

Hi All,

For those who were able to join us today for the Welcome Call - thank you very much for your time! Attached please find the updated NEWH NY Org Chart reflecting everyone who was voted in, in Feb.

As a reminder, here is the breakdown of who your leader is + who your VP is (attached are the job description for all the roles as a refresher. Please note, NY does not have all these positions in our Chapter):

1. Lucia -> Cathy (Secretary, Voting Position) -> Laura (VP)
2. Howard -> Kristy (Membership, Voting Position) -> Laura (VP)
3. Gigi -> Kristy -> Laura (VP)
4. Julia -> John (Fundraising, Voting Position)-> Laura (VP)
5. Erica -> Josh (Scholarship, Voting Position) -> Demi (VP)
6. Cara -> Tiffany (Marketing, Voting Position) -> Demi (VP)
7. Jon -> Tiffany -> Demi (VP)
8. Kristine ->Jennifer (Committee Development)-> Demi (VP)

The expectation is that you will work with your leader on a one-on-one basis. If there are any issues or road blocks that crop up, of course please feel free to loop me in (I can be first line of defense) and will try to help move the process along. If we are still experience road blocks, we will escalate up to the VPs. The role of the VPs is to oversee the 10,000 foot view. Tory the President also oversees everything and can answer questions about the Board or INC.

### **Board**

**Orientation:** [https://docs.google.com/presentation/d/1\\_0oG2T2oDMCoQ4dom2ukH4FPL8lwbOWOyX4TxCCQo7J4/edit?usp=sharing](https://docs.google.com/presentation/d/1_0oG2T2oDMCoQ4dom2ukH4FPL8lwbOWOyX4TxCCQo7J4/edit?usp=sharing)

**Code Of Ethics:** All board members + chairs must complete attached Code of Ethics packet (annual requirement for non-profit compliance): <https://newh.org/code-of-ethics-conflict-of-interest-form/>. Please complete no later than Feb 28. Email to the NEWH Inc office (fill out the PDF attached), this is an alternate way to submit.

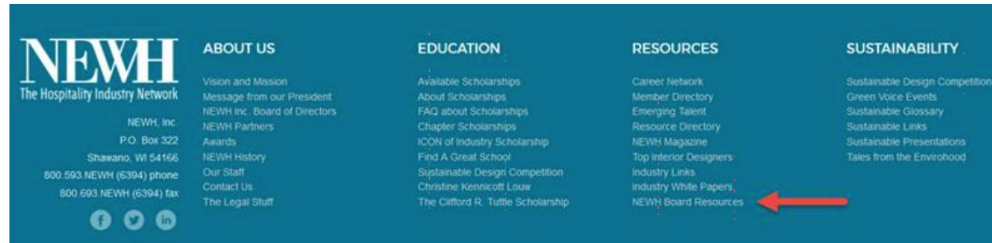
**NEWH Website Info:** At the bottom of the NEWH website ([www.newh.org](http://www.newh.org)) , once you're logged in, there is a Resources Link. This is part of the website everyone is encouraged to go through for more information. See screen grab below:

## Board Resources - ONLINE

**Does your board have the resources and information available to have a successful year?** Do all board members know exactly what is expected of them in their position? Encourage your board members to utilize the Board Resources section online for templates and helpful resources to help them in their position. If you appoint new directors/chairs throughout the year, share the job description with them that can be found in the Board Resources.

**NOTE:** you must be logged in to the website in order to see the NEWH Board Resources menu item on the bottom of the page – if you have problems logging in, please contact Diane at the NEWH office to reset your login.

On the bottom of the home page in the blue area, you will see NEWH Board Resources under the Resources menu.



You will then see a directory of resources included under each discipline. Look around at the resources available for anything that may pertain to you and make your job easier!

**Next Steps:** Please e-mail me a few sentences of what you want to accomplish in your position + by when (if you aren't sure when, TBD is fine). 5 sentences max is all I need. Please send no later than Feb. 21<sup>st</sup>.

Again, welcome on board + we are excited to have you all! Looking for a great 2020 filled with lots of great things to come!

Thank you,  
Jennifer