

Table of Contents

President	2
VP/Administration	6
VP/Development	9
Secretary	11
Treasurer	13
Executive Advisor	16
Past President.....	17
Membership Director.....	19
Scholarship Director.....	21
Student Relations Director	27
Programming Director	30
Fundraising Director	34
Marketing Director.....	38
Equity, Inclusion, & Diversity Director	41
Social Media Chair	43
Publications Chair	44
Public Relations Chair	46
Hospitality Chair	48
Community Service Chair	50
Green Voice Chair	51
Regional Tradeshow Chair	53
Other Chair Opportunities Available	54

President Job Description and Expectations

The role of the President is a **non-voting** position. The President may participate in discussions and voice opinions but does not have voting rights.

Purpose:

Provides general supervision and directs the business of the Chapter (subject to the Chapter Executive Committee oversight), ensuring that NEWH mission, standards, and practices are maintained and followed.

Major Responsibilities:

- Oversee the business of the Chapter.
 - Organize and oversee annual strategic planning / Board training session of the Chapter Board.
 - Support Chapter Board members on setting and achieving the goals of the Chapter and NEWH’s mission of scholarship and education.
 - Have a clear understanding of each Chapter Board position’s job description and how they contribute to the overall success of the Chapter and NEWH.
 - Maintain communication with all Chapter Board members to be aware of progress related to their roles; empower and support Chapter Board members in their managing their roles.
 - Provide oversight of Chapter Awards.
 - Ensure that deadlines are met, and appropriate communications are occurring between NEWH and the Chapter (e.g., Board reports, approval of members, submitting minutes, budgets, etc.).
- Preside at Chapter Board meetings.
 - Keep meetings on point and assure business is conducted according to the [NEWH By-laws](#) and [parliamentary procedures](#) (Roberts Rules of Order).
- Provide oversight of Chapter Board financial concerns.
 - Ensure the annual business plan, which includes the Chapter budget, is prepared, and submitted to NEWH, Inc. Office.
- Foster teamwork and involvement of all members in the Chapter.
 - Encourage future leaders.
- Share with NEWH, Inc. Office the Chapter successes and any issues that may arise.
 - If feasible, attend NEWH meetings (International Board of Directors - IBoD)
 - If attending IBoD meetings, assure President travel expenses are included in Chapter annual budget.
- Represent the Chapter with diplomacy and show appreciation for contributions at every level.
- Award the NEWH [Joyce Johnson Award of Excellence](#) - in recognition of a NEWH member of dedicated service to the affairs of the NEWH and the pride demonstrated by exemplary contribution for the benefit of all the members of NEWH (selected by Chapter president, no Board approval needed).

Length of Term

The President position is a one-year position.

This position is an Automatic Position. Along with VP/Administration, President, Past President, and Executive Advisor, this position is part of succession planning and begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration, then President, then Past President, and finally Executive Advisor. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.

No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Reports to NEWH, Inc. Board and NEWH, Inc. CEO
- Attendance expected at all required meetings/events.
- Ensure Chapter is financially sound with successful programs and fundraising events.
- Ensure Chapter is on track to achieve annual goals.

For Those Who Have Positions Reporting to Them:

As the President, you oversee the following chair positions:

- VP-Admin
- VP-Development

You should:

- Provide oversight of the position to ensure NEWH mission, standards, and practices are maintained and followed.
- Have a clear understanding of the job description for the position and how they contribute to the overall success of the Chapter and NEWH.
- Have a clear understanding of the Chapter's strategic plan and the primary goals for the position.
- Empower and support the member in the position in their managing their role.
- Maintain communication with the member in the position to be aware of progress related to their role.

Outside Resources and Relationships

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

President Task List/Timeline Overview

Timing	Category	Activity
4-6 weeks prior to presentation	Awards	Be cognizant of NEWH Awards available to NEWH members and non-members (NEWH Joyce Johnson award and NEWH Angel Award) and determine if an individual(s) is suited for the award.
Setup 1 st quarter	Awards	Ensure there is a committee in place to review / select TopID selections.
2 nd quarter	Awards	Submission of Top IDs.
As Required	Finances	Ensure that the Board votes to approve any Chapter expenditures.
As Required	Finances	Review and sign single-year contracts (multi-year contracts must be sent to NEWH, Inc. Office).
Each month	Finances	Review Chapter financials on a regular basis, ensuring that costs are covered.
January 7	Finances	Ensure completed bank signature cards are sent to the NEWH, Inc. Office by January 7th – this is coordinated through Susan Huntington, NEWH, Inc. CFO.
February 15	Finances	Ensure annual business plan, which includes the Chapter budget, is prepared, and submitted to NEWH, Inc. Office (see NEWH website for more details - Chapter Business Plans).
As Required	Meetings	<p>Lead Chapter Executive Committee meetings scheduled as needed. (see NEWH website for more details - Meeting Guidelines for Presidents)</p> <p>Also see NEWH website for more details and templates related to Board meetings:</p> <p>BOARD MEETING AGENDA A “fill in the blank” template for Board meeting agendas.</p> <p>How to create your agenda – an agenda can energize your Board and will limit the time of the meeting.</p>
Monthly	Meetings	<p>Lead monthly Chapter Board meetings - send agenda 5 days prior to the meeting (see NEWH website for more details - Meeting Guidelines for Presidents)</p> <p>Also see NEWH website for more details and templates related to Board meetings:</p> <p>BOARD MEETING AGENDA A “fill in the blank” template for Board meeting agendas.</p> <p>How to create your agenda – an agenda can energize your Board and will limit the time of the meeting.</p>
30 days prior to IBoD mtg	Oversight	Touch base with VP Admin and Past President (Chapter Delegates) to ensure that the Chapter Board report is turned into the NEWH, Inc. Office by the deadline.
After IBoD meetings	Oversight	Ensure the Board packet is read by the Chapter Board members and ask the Chapter Delegates to give a recap of the IBoD meeting to the Chapter Board.
At all times	Oversight	Maintain communication with all Chapter Board members to be aware of progress related to their roles; empower and support Chapter Board members in their managing their roles.
At all times	Oversight	Meet deadlines and communications between NEWH and the Chapter (e.g., Board reports, approval of members, submitting minutes, budgets, etc.).
October - February	Oversight	Plan / attend Annual Chapter Board / Regional Group Steering Committee Orientation / Training / Strategic Planning (between October and February).
As Required	Leadership	Participate in Chapter committee meetings/emails as needed.

At all times	Leadership	Encourage participation on committees to assure people are in place for succession.
At all times	Leadership	Encourage future leaders as part of succession planning. Be prepared to recommend members for Board positions.
At all times	Leadership	Represent the Chapter with diplomacy, inspiration, optimism and gratitude to our members and the future of NEWH.
January May November	Leadership	If feasible, attend 2-3 IBoD meetings each year January – ZOOM meeting May – Live meeting in conjunction with HD Expo in Las Vegas November – Live meeting in conjunction with BDNY in New York A portion of airfare and lodging costs will be covered by the Chapter and by NEWH. Ensure this is included in the Chapter budget at the beginning of the year. Any additional expenses incurred will NOT be covered by NEWH or its Chapters.

VP/Administration Job Description and Expectations

This is a **voting** position.

Purpose:

- Assists the Chapter President as needed and/or serve in their absence.
 - In the absence or disability of the Chapter President, the Past President and/or the VP/Administration assumes and performs all duties and obligations of the President and shall be subject to any and all the restrictions of the President.
- Also serves as the NEWH, Inc. Delegate
 - The NEWH, Inc. Delegate serves twice, one year as VP/Administration and one year as Past President.

Major Responsibilities:

- Assist the Chapter President as needed and/or serve in their absence.
 - In the absence or disability of the Chapter President, the Past President and/or the VP/Administration assumes and performs all duties and obligations of the President and shall be subject to any and all the restrictions of the President.
 - Perform such other duties as the Chapter President or Chapter Executive Board may request.
- Provide oversight of the Chapter Business Plan.
- Assist the Past President in oversight of the Nominations and Elections process.
- Serve as an authorized signer on Chapter checking accounts.
- Provide oversight of the Secretary, Treasurer, Scholarship, Student Relations, and Equity/Inclusion/Diversity (EID) Chapter Board disciplines. This includes Scholarship and EID Directorships and multiple chair positions.
- Provide oversight of Chapter Community Service projects.
- Participate in communications with the NEWH, Inc. Office as required/requested.
- Serve as a Delegate for NEWH International Board of Directors (IBoD) meetings.

Length of Term

- The VP/Administration position is a one-year position.

Along with VP/Development, President, Past President, and Executive Advisor, this position is part of succession planning and begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration, then President, then Past President, and finally Executive Advisor. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.
- No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Reports to Chapter President and NEWH, Inc. Office.
- Reports to NEWH, Inc. Office as a NEWH Delegate.
- Reports to Past President and NEWH, Inc. Office regarding nominations.
- Attendance expected at all required meetings/events.
- Assure that the Chapter Business Plan is submitted to NEWH, Inc. Office on time.
- Submit Chapter reports to IBoD on time.

- Submit IBoD reports to the Chapter on time.

Outside Resources and Relationships

- Represent NEWH, Inc. and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, school luncheons and job fairs, etc.).
- Be an advocate for students and educational facilities; be available to meet with these groups as necessary, etc.

VP/Administration Task List/Timeline Overview

Timing	Category	Activity
As needed	Leadership	Assist the President as needed and/or serve in their absence.
January	Leadership	Provide oversight of the Chapter Business Plan - Chapter Business Plan Template . <ul style="list-style-type: none"> • Provide each Chapter Board member a template of the business plan, a description of their position, and an example of a previous year's plan to aid in completing reports for Chapter Board reports. • Gather reports from across the Chapter Board to prepare/submit Chapter Board reports 30 days prior to IBoD meetings
August - November	Nominations	Assist the Past President with the nomination/election process, beginning in August and concluding in October. (see NEWH website for more details – Nominations Guidelines). <ul style="list-style-type: none"> • Join the Nominations Committee
As needed	Leadership	Provide oversight of the Secretary, Treasurer, Scholarship, Student Relations, and Equity/Inclusion/Diversity (EID) Chapter Board disciplines. This includes Scholarship and EID Directorships and multiple chair positions. <ul style="list-style-type: none"> • Ensure that NEWH, Inc.'s. mission, standards, and practices are maintained and followed. • Have a clear understanding of the job descriptions for the positions and how they contribute to the overall success of the Chapter and NEWH, Inc. • Have a clear understanding of the Chapter's strategic plan and the primary goals for the members in the positions. • Empower and support the members in the positions in their managing their roles. • Maintain communication with the members in the positions to be aware of progress related to their roles. • Join as an ad hoc member of committees in the Scholarship and EID areas to provide support. Only provide your opinion if asked! • When needed, act as a liaison between the Chapter Board and NEWH, Inc. for request of information needed by Chapter Directors.
As needed	Leadership	Regarding the Chapter Secretary Board position: <ul style="list-style-type: none"> • Oversee approval of Chapter minutes and submittal to NEWH, Inc. Office on a timely basis.
As needed	Leadership	Regarding the Chapter Treasurer Board position: <ul style="list-style-type: none"> • Ensure financial status reports are available and are reviewed at each Chapter Board meeting. • Ensure budget is prepared and submitted on time.
As needed	Leadership	Regarding the Chapter Scholarship Board position, oversee scholarship process: <ul style="list-style-type: none"> • Ensure that scholarships are awarded. • Ensure that money is sent in a timely manner. • Ensure that recipients are properly recognized by the Chapter.
As needed	Leadership	Regarding the Equity, Inclusion, and Diversity Chapter Board position: <ul style="list-style-type: none"> • Ensure that Chapter activities (events, scholarship, etc.) are following the NEWH EID guidelines

As needed	Leadership	Regarding the Development/Student Relations Chapter Board positions: <ul style="list-style-type: none"> • Ensure your Chapter is offering student-based events. • Oversee communication and connections with student members and education professionals.
As needed	Leadership	Provide oversight of Chapter Community Service projects.
As Required	Leadership	Participate in communications with the NEWH, Inc. Office as required/requested.
January May November	Chapter Delegate	If feasible, attend 2-3 IBoD meetings each year: January – ZOOM meeting. May – Live meeting in conjunction with HD Expo in Las Vegas. November – Live meeting in conjunction with BDNY in New York. A portion of airfare and lodging costs will be covered by the Chapter and by NEWH, Inc. Ensure this is included in the Chapter budget at the beginning of the year. Any additional expenses incurred will NOT be covered by NEWH, Inc. or its Chapters.
As Required	Chapter Delegate	Act as liaison between the Chapter and NEWH IBoD; report to the Chapter President any and all issues concerning Chapter business that requires a response from the NEWH IBoD.
January May November	Chapter Delegate	Along with the other Delegate, ensure Chapter Board report for each of the three IBoD meetings is submitted to NEWH, Inc. Office prior to deadline.
February June December	Chapter Delegate	Along with the other Delegate, provide a written report of the NEWH IBoD Meetings to the Chapter the month following an NEWH IBoD meeting.

VP/Development Job Description and Expectations

This is a **voting** position.

Purpose:

- Assists the Vice President/Administration in the performance of their duties.
- In the absence or disability of the VP/Administration, assumes and performs all duties and obligations of the VP/Administration and is subject to any and all the restrictions of the VP/Administration.

Major Responsibilities:

- Assist the VP/Administration as needed and/or serve in their absence.
- Provide oversight of the Membership, Marketing, Events, and Development Chapter Board disciplines. This includes Membership, Marketing, Programming, and Fundraising Directorships and multiple chair positions.
- Participate in communications with the NEWH, Inc. Office as required/requested.

Length of Term

- The VP/Development position is a one-year position.

Along with VP/Administration, President, Past President, and Executive Advisor, this position is part of succession planning and begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration, then President, then Past President, and finally Executive Advisor. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.

- No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Reports to Chapter President.
- Attendance expected at all required meetings / events.
- Successful programs and fundraising events (staying on budget, meeting fundraising goals).
- Members and NEWH community aware of Chapter activities and events (successful marketing).
- New members feel welcomed into the Chapter (membership).

Outside Resources and Relationships

- Represent NEWH, Inc. and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, school luncheons and job fairs, etc.).
- Form relationships with potential event sponsors.

VP-Development Task List/Timeline Overview

Timing	Category	Activity
As needed		Assist the VP/Administration as needed and/or serve in their absence.
As needed	Leadership	<p>Provide oversight of the Membership, Marketing, Events, and Development Chapter Board disciplines. This includes Membership, Marketing, Programming, Fundraising, and Student Relations Directorships and multiple chair positions.</p> <ul style="list-style-type: none"> • Ensure that NEWH, Inc mission, standards, and practices are maintained and followed. • Have a clear understanding of the job descriptions for the positions and how they contribute to the overall success of the Chapter and NEWH, Inc. • Have a clear understanding of the Chapter’s strategic plan and the primary goals for the members in the positions. • Empower and support the members in the positions in their managing their roles. • Maintain communication with the members in the positions to be aware of progress related to their roles. • Join as an ad hoc member of committees in the Membership, Marketing, Programming, Fundraising, and Student Relations areas to provide support. • Only provide an opinion if asked! • When needed, act as a liaison between the Chapter Board and NEWH, Inc. for request of information needed by Chapter Directors.
As needed		<p>Regarding the Programming, Fundraising, and Marketing Chapter Board positions, support the marketing of events:</p> <ul style="list-style-type: none"> • Oversee calendar of events to ensure that events planned will meet members’ interests and are in line with NEWH, Inc.’s programming/fundraising guidelines. • Actively engage in securing sponsorships. • Ensure event budgets are prepared and Chapter Board approved prior to event marketing. • For each event, ensure the Results of Activity report is submitted to the Chapter Board and forwarded to NEWH, Inc. • Be engaged at events. • Ensure NEWH is marketed consistently and effectively and reflects NEWH, Inc.’s mission of education and scholarship. • Oversee marketing efforts for your chapter ensuring submissions are done in a timely manner (event invitations, NEWH magazine input, website updates, social medial posts, etc.)
As needed		<p>Regarding the Membership Chapter Board positions:</p> <ul style="list-style-type: none"> • Continually promote membership benefits to existing and potential new members. • Engage in personal outreach via telephone to new members with volunteer/involvement opportunities. • Focus on member retention with personal outreach via telephone to lapsed members to encourage renewal of membership.
As Required	Leadership	<ul style="list-style-type: none"> • Participate in communications with the NEWH, Inc. Office as required/requested.

Secretary

Job Description and Expectations

The Secretary is a **voting** position.

Purpose

- Keeps minutes of all meetings, motions, and actions of the Chapter Board and the Chapter Board Executive Committee, whether regular or special, with the date, time and place of the meeting, the names of those present, and the proceedings of the meeting.
- Keep all records of the Chapter in a safe place for posterity as these are legal documents.
- The role of Secretary is a legal requirement. Not having a Secretary will result in not having a bank account and being considered as out of compliance.

Major Responsibilities:

- Attend all Chapter Board meetings, any Chapter Executive Committee meetings, and any specially called meetings to serve as the record-keeper, creating minutes to include discussions, motions.
- If unable to attend a required meeting, ensure that a substitute is named to perform the duties of calling the roll, establishing the quorum, and taking diligent notes and recording all motions.
- Request that minutes of other meetings, such as committee meetings, are attached to the minutes and sent to the Secretary for proper handling.
- Submit minutes of Chapter Board and Chapter Board Executive Committee activities to the Chapter Board of Directors within 10 days of said meetings.
- Submit minutes of Chapter Board and Chapter Board Executive Committee activities to NEWH, Inc. Office within 30 days of the minutes being approved at the next Chapter Board meeting.
- Properly store all minutes and Chapter documents to ensure historical documentation and legal compliance.
- Have a knowledge base of the NEWH By-laws for meetings.
- Serve as an authorized signer on Chapter checking accounts.
- Provide oversight of the Historian Chair position to ensure that NEWH, Inc. mission, standards and practices are maintained and followed.
- Participate in communications with the NEWH, Inc. Office as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. Office
- Attendance expected at all required meetings/events.
- Approved monthly minutes submitted to NEWH.

Outside Resources and Relationships

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

Secretary Task List/Timeline Overview

Timing	Category	Activity
As Required	Record-keeping	Attend all Chapter Board meetings, any Chapter Executive Committee meetings, and any special called meetings.
Each Meeting	Record-keeping	Perform roll call at each meeting / establish quorum.
Each Meeting	Record-keeping	Take diligent notes on all discussions and record all motions as minutes of the meetings. Also see NEWH website for more details and templates related to Board meetings: <ul style="list-style-type: none"> • Minutes Guidelines for Secretaries. • What your Minutes Should Include and Why They Are Important (Did you know that your minutes can be summoned by the IRS?). • A “fill in the blank” template for Board meeting minutes. <p>A motion is used to introduce a matter for consideration by the Board that requires a vote.</p>
Within 10 Days of Chapter Meeting	Record-keeping	Submit minutes within 10 days of meeting to Chapter Board members for review
Each Meeting	Record-keeping	Make a motion at next Chapter Board meeting for previous minutes to be approved
Within 30 Days of Approval	Record-keeping	Submit approved minutes to NEWH, Inc. Office within 30 days of approval
With submitting approved minutes to NEWH, Inc. Office	Record-keeping	Update NEWH, Inc. Office (Kathy Coughlin) with any updates for Board members’ contact info
As Required	Record-keeping	If unable to attend a required meeting, ensure that a substitute is named to perform the duties of calling the roll, establishing the quorum, and taking diligent notes and recording all motions
Each Month	Record-keeping	Request that minutes of other meetings, such as committee meetings, be sent to the Secretary for proper handling
As Required	Record-keeping	Properly store all minutes and Chapter documents (event mailers, program notices, letters, etc.) to ensure historical documentation and legal compliance
Each month	Record-keeping	Maintain oversight of documents stored by others for the Chapter
January 7	Oversight	Ensure completed signature cards are submitted to the NEWH, Inc. Office by January 7 each year
As Needed	Leadership	Provide oversight of the Historian Chair Position. <ul style="list-style-type: none"> • Ensure that NEWH, Inc.’s mission, standards, and practices are maintained and followed. • Have a clear understanding of the job description for the position and how it contributes to the overall success of the Chapter and NEWH, Inc. • Empower and support the member in the position in managing their roles. • Maintain communication with the member in the position to be aware of progress related to their roles.
As Required	Leadership	Participate in communication with the NEWH, Inc. Office as required/requested.

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:

- 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, Inc. 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.

Executive Advisor Job Description and Expectations

The role of the Executive Advisor is a **non-voting** position.

Major Responsibilities

- Support the President as a mentor.
- Encourage future leaders.

Length of Term

The Executive Advisor position is a one-year position.

This position is an Automatic Position. Along with VP/Administration, President, Past President, and Executive Advisor, this position is part of succession planning and begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration, then President, then Past President, and finally Executive Advisor. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.

No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Available to Chapter President
- Attendance encouraged at all required meetings/events.

Outside Resources and Relationships

- Act as an ambassador, representing NEWH to industry contacts.

Executive Advisor Task List/Timeline

Timing	Category	Activity
As Required	Mentor for the President	Be available to the Chapter President as a sounding board for questions or issues that the President may have
As Required	Mentor for the President	Offer historical perspective of past Chapter events and happenings; give input into topics/issues discussed
As Required	Mentor for the President	Offer support to Chapter Board and/or individual Board members who need guidance or help in fulfilling their role

Past President Job Description and Expectations

The role of the Past President is a **voting** position.

Purpose:

- Supports the Chapter President, acts as their mentor, and provides assistance as requested.
- Helps to maintain the knowledge base and history of the Chapter Board.
- Serves as parliamentarian at Chapter Board meetings.
- Chairs the Nominations Committee and encourages future leaders of the Chapter.
- Also serves as the NEWH Delegate.
 - The NEWH Delegate serves twice, one year as VP/Administration and one year as Past President.

Major Responsibilities:

- Assist the President as needed and/or serve in their absence.
- Serve as Parliamentarian at Chapter Board meetings.
- Ensure that each Board member completes and submits the NEWH Code of Ethics.
- Chair the Nominations Committee; provide oversight of the nomination/election process, beginning in August and concluding in October.
- Serve as a Delegate for NEWH International Board of Directors (IBoD) meetings.

Length of Term

The Past President position is a one-year position.

This position is an Automatic Position. Along with VP/Administration, President, Past President, and Executive Advisor, this position is part of succession planning and begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration, then President, then Past President, and finally Executive Advisor. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.

The NEWH Delegate serves a 2-year term (1 year as VP/Administration and 1 year as Past President).

No person shall serve on the Chapter Board more than ten (10) consecutive years.

Accountability

- Reports to Chapter President and NEWH, Inc. Office.
- Reports to NEWH, Inc. Office as a NEWH Delegate.
- Reports to NEWH, Inc. Office regarding nominations.
- Attendance expected at all required meetings/events.
- Submit Chapter reports to IBoD on time.
- Submit IBoD reports to the Chapter on time.

Outside Resources and Relationships

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

Past President Task List/Timeline Overview

Timing	Category	Activity
As Required	Assists President	In the absence or disability of the Chapter President, the Past President and/or the VP/Administration assumes and performs all duties and obligations of the President and shall be subject to any and all of the restrictions of the President.
As Required	Assists President	Be available to the Chapter President as a sounding Board for questions or issues that the President may have.
As Required	Assists President	Offer historical perspective of past Chapter events and happenings; give input into topics/issues discussed.
As Required	Assists President	Offer support to Chapter Board and/or individual Board members who need guidance or help in fulfilling their role.
November - January	Oversight	Ensure that each Board member completes and submits the NEWH Code of Ethics.
As Required	Parliamentarian	Have a clear understanding of parliamentary procedure, following the procedural rules used to maintain order at meetings (Robert's Rules of Order and the NEWH By-laws).
As Required	Parliamentarian	Other parliamentary tasks: <ul style="list-style-type: none"> • Take minutes in the absence of Secretary. • Ensure that all persons are recognized by the President before speaking. • Serve as a timekeeper at Chapter Board meetings. • Ensure motions and procedures are understood by all. • Serves as By-Laws Chairperson of the Chapter Board.
As Required	Parliamentarian	Preserve all records and correspondence from the position
July	Nominations	Form a committee to find people interested in serving on the Board
August - October	Nominations	Provide oversight of the nomination/election process, beginning in August and concluding in October (see NEWH website for more details – Nominations Guidelines and Timeline).
As Required	Leadership	Join a committee.
January May November	Chapter Delegate	If feasible, attend 2-3 IBoD meetings each year. January – ZOOM meeting. May – Live meeting in conjunction with HD Expo in Las Vegas November – Live meeting in conjunction with BDNY in New York. A portion of airfare and lodging costs will be covered by the Chapter and by NEWH, Inc. Ensure this is included in the Chapter budget at the beginning of the year. Any additional expenses incurred will NOT be covered by NEWH, Inc. or its Chapters.
As Required	Chapter Delegate	Act as liaison between the Chapter and NEWH IBoD; report to the Chapter President any and all issues concerning Chapter business that requires a response from the NEWH IBoD.
January May November	Chapter Delegate	Along with the other Delegate, ensure Chapter Board report for each of the three IBoD meetings is submitted to NEWH, Inc. Office prior to deadline.
February June December	Chapter Delegate	Along with the other Delegate, provide a written report of the NEWH IBoD Meetings to the Chapter the month following an NEWH IBoD Meeting.

Membership Director Job Description and Expectations

The role of the Membership Director is a **voting** position.

Purpose

- Actively recruit new members and retain existing members for the Chapter.

Major Responsibilities:

- Be knowledgeable of the different membership types available to members.
- Enlist Membership Committee members to assist in recruiting and retaining Members.
- Recruiting new members:
 - Approving applications for membership
 - Welcoming new members
- Retaining existing members.
- Participate in communications with IBOD Director/Membership as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Development, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings/events.
- Presenting new applications to Chapter Board for approval; forwarding to NEWH, Inc. Office within 30 days of receipt of application.
- Personal contact with new members and existing members.

For Those Who Have Positions Reporting to Them:

As the Membership Director, you oversee the following chair positions:

- Membership
- Strategic Alliance
- Farewell Ambassador

You should:

- Provide oversight of the position to ensure NEWH mission, standards, and practices are maintained and followed.
- Have a clear understanding of the job description for the position and how they contribute to the overall success of the Chapter and NEWH.
- Have a clear understanding of the Chapter's strategic plan and the primary goals for the position.
- Empower and support the member in the position in their managing their role.
- Maintain communication with the member in the position to be aware of progress related to their role.

Outside Resources and Relationships

- Represent NEWH and be aware of events being held by other industry organizations, businesses, and educational institutions.
- Be an advocate for students and educational facilities; be available to meet with these groups as necessary, etc.

Membership Director Task List/Timeline

Timing	Category	Activity
Upon assuming the role	Leadership	In addition to the following, the NEWH website has a number of other resources related to Membership on the Board Resources page.
Upon assuming the role	Leadership	Be knowledgeable of the different membership types available to members (see NEWH website for more details - Membership Levels).
As Required	Membership Committee	Provide oversight of the Farewell Ambassador Chapter Board position (if this position is filled) to ensure that NEWH mission, standards, and practices are maintained and followed.
During Planning	Membership Committee	Enlist Membership Committee members to assist in recruiting and retaining Members (see NEWH website for more details - Example: Membership Committees Assignments).
Monthly	Membership Committee	Participate in Chapter committee meetings/emails as needed.
Monthly	New members	Review/approve membership applications (see NEWH website for more details - Membership Applications – Processes).
Monthly	New members	Call new members within five business days of approval welcoming them to your Chapter, informing them of future Chapter events, asking for their interest in serving on a Chapter Board committee, and informing them of their Chapter Board Buddy if applicable. Coordinate / assign who on the Chapter Board would be best to make those calls.
At Events	New members	If applicable, assign a Chapter Board buddy to be in regular contact with the new member, meet them at events, and share volunteer / committee opportunities.
At Events	New members	Recognize new members as part of Chapter events / programs (having a distinct badge for their first meeting so people will recognize them as a new member is one idea!).
At Events	Recruiting	Continually market NEWH to potential members (See NEWH website for more details - Membership Offers).
At Events	Recruiting	Ensure NEWH information (brochures, applications, etc.) is available at events for potential members.
During Planning	Recruiting	Collaborate with: <ul style="list-style-type: none"> • Hospitality Chair to find creative ways to recognize existing and new members at events. • Marketing Director to celebrate Chapter members. • Programming Director to plan and implement at least one Chapter event as a ‘membership drive’ for the sole purpose of recruiting new members. • Programming Director, exploring other opportunities for recruiting new members. • Student Relations Director / VP Development to plan ways to engage with students on campuses and at NEWH events. (see NEWH website for more details – Best Practices for Membership Directors).
Monthly	Recruiting	Encourage prospective new members by calling/emailing them to answer any questions and encourage them to join online.
Monthly	Recruiting	Review membership status and plans to reach out to potential members, new members, existing members.
Monthly	Retaining members	Coordinate with Chapter Board and/or Membership Committee to make personal contact with a telephone call to current and recently lapsed members urging them to renew their membership (see NEWH website for more details - Membership Applications – Processes).
Monthly	Retaining members	Keep Chapter mailing list current by forwarding any new or revised contact information to the NEWH, Inc. Office to update your main list.

Scholarship Director Job Description and Expectations

This is a **voting** position.

Purpose:

- Oversee the Scholarship process of the Chapter.
- Ensures the Chapter is awarding scholarships based on the criteria put forth by NEWH, Inc. to a recipient from an eligible school.

Major Responsibilities:

- Work with the Chapter Board to plan for the Chapter Scholarships.
- Form a Scholarship Committee.
- Understand and follow the NEWH, Inc. standards and practices for Scholarship and the Scholarship application process.
 - Promote the scholarships.
 - Receive and review Scholarship applications.
 - Award scholarships.
- Maintain contact with Scholarship winners and educators.
- Participate in the NEWH Scholarship Committee.
- Participate in communications with IBoD Director/Scholarship as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings / events.

Outside Resources and Relationships

- Represent NEWH, Inc. and be aware of events being held by other industry organizations, businesses, and educational institutions.
- Be an advocate for students and educational facilities; be available to meet with these groups as necessary, etc. (add to student relations??)

Scholarship Director Task List/Timeline Overview

Timing	Category	Activity
Upon assuming the role	Leadership	In addition to the following, the NEWH website has a number of other resources related to Scholarship on the Board Resources page.
Upon assuming the role	Leadership	Participate in the NEWH Scholarship Committee.
Upon assuming the role	Leadership	Be knowledgeable of the NEWH, Inc. Scholarship process (see NEWH website for more details - Scholarship Process). (training slides available and/or call could be arranged)
Upon assuming the role	Leadership	Be knowledgeable of the NEWH eligibility and criteria for Scholarship recipients. (see NEWH website for more details (see NEWH website for more details - Guidelines for Scholarships))
Upon assuming the role	Leadership	Form a Scholarship committee to assist in the Scholarship process. Include the Chapter's Student Relations Chair.
November / December	Planning	NEWH, Inc. Office: Sends the school list to Chapter to update
November / December	Planning	With assistance from the Scholarship Committee, update the school list received from NEWH, Inc. by contacting each school to confirm current programs and contact information. Also look for new colleges/contacts in the Chapter's area. Return updated list to NEWH, Inc. two (2) weeks prior to opening date for scholarship applications. IMPORTANT: When updating follow required color coding (new schools in blue, replacements in red and highlight removals indicating reason for removal).
During Planning	Planning	Establish Scholarship timeline with Chapter Board; consider college schedules, student input. <ul style="list-style-type: none"> • Scholarship opening dates (typically early Spring/July-September) • Promotion (set dates to promote scholarships during school visits, student events, etc.). • Deadline for applications (allow a minimum of 4-6 weeks for students to apply). • Deadline for judging. • Award dates.
During Planning	Planning	Based on the financial status of the Chapter, determine the total amount of scholarships to be awarded; obtain approval from the Board. \$2,500 per scholarship is preferred. Also consider other budget items to include such as covering out-of-state recipients with a one-night hotel, mileage/airfare, frames for certificates, flowers, etc. Fundraising dollars raised during the year will be applied towards the following year's scholarships.
2 weeks prior to opening date for applications	Planning	Return updated list to NEWH, Inc. two (2) weeks prior to opening date for scholarship applications.
Immediately before or just as the Scholarship application window is open / At the beginning of each semester	Promoting the Scholarships	Market NEWH, Inc. to local schools/colleges; inform students of NEWH, Inc. scholarship and membership opportunities. <ul style="list-style-type: none"> • Recruit Student Relations Director to help distribute scholarship information to local student groups.

		<ul style="list-style-type: none"> • Encourage educators to join NEWH, Inc. (full-time educators receive FREE membership) • Promote scholarship application, schedule school visits, post on social media, including the Scholarship criteria and deadline for applications. • Take opportunities to speak at schools about NEWH, Inc., the hospitality industry, design careers, etc. • Have Scholarship applications on hand at your events. • Highlight past winners on social media with a link to apply. • Collaborate with the Chapter Social Media Director to grow the Chapter’s social media outreach: Facebook NEWH Scholarships for Hospitality, NEWH Green Voice, NEWH, Inc. and the local Chapter page. <ul style="list-style-type: none"> ○ NEWH Office posts the scholarship(s) on the ‘NEWH Scholarships for Hospitality’ Facebook page and NEWH website. ○ See NEWH website for PowerPoint to educate students, colleges, educational professionals on the benefits of NEWH, scholarship and membership. ○ See NEWH website Ideas for educators and school visit tips. ○ See NEWH website for resources to tell our story with the NEWH Scholarship Stories videos (full-version – see guidelines for use)
Immediately before or just as the Scholarship application window is open / At the beginning of each semester	Promoting the Scholarships	<p>Keep students + educators involved!</p> <ul style="list-style-type: none"> • Invite students and educators to your events-establish student pricing at events. • Encourage students to assist with your check-in table at events, give them an opportunity to meet your membership & establish relationships. • Involve students in fundraisers – get their help on committees or serve as a Student Representative. • Once students graduate, they receive a one-year courtesy associate membership... Scholarship recipients receive TWO free years of associate membership! • Keep in touch with scholarship recipients – update your membership on where they are today – include in your newsletters & events. <p>NEWH and its chapters will not provide information to any third party about our scholarship recipients (i.e., for speaking engagements, etc.).</p>
When the Scholarship Applications are open	Applications	NEWH, Inc. Office emails pdfs of the scholarship application, letter and flyer to student members and school list contacts (colleges/educational professionals).
When the Scholarship Applications are open	Applications	The window for submitting Scholarship applications is typically 6-8 weeks.
When the Scholarship Applications are open	Applications	NEWH, Inc. Office sends email reminders students/schools up until the deadline date.
When the Scholarship Applications are open	Applications	If the scholarship deadline needs to be extended, advise NEWH, Inc. Office one (1) week prior to the current deadline. Note: most students submit on the due date or just prior.
When the Scholarship Applications are open	Student Applications	Students submit applications to the Scholarship Director (not NEWH, Inc.) either online or as a PDF application by email or mail.

		<ul style="list-style-type: none"> Students are required to submit with their application their Official Transcript, up to 3 letters of recommendation, and a student essay. Often these items are mailed or emailed separately.
Right after the Application Deadline	Receive and Review Scholarship applications	<p>Scholarship Director/ and the Scholarship Committee review applications and determine recipient(s) according to the Scholarship criteria.</p> <ul style="list-style-type: none"> (see NEWH website for more details - Scholarship Application Evaluation) (see NEWH website for more details - Understanding Scholarship Applications)
Right after the Application Deadline	Receive and Review Scholarship applications	When reviewing applications, give the student one chance to submit any missing items. It is up to the Chapter to accept late items.
After the Judging	Award Scholarships	<p>Inform all applicants by email using mandatory template letter from NEWH, Inc. Office to all winners and non-winners.</p> <p>(see NEWH website for more details – Template for letter to non-winners) (see NEWH website for more details – Template for letter to Scholarship winners)</p>
After the Judging	Award Scholarships	<p>Within 30 days of scholarship closing date, complete Scholarship Check Request form (template from NEWH, Inc); 2 signatures required, submit to NEWH, Inc. Office the winning scholarship applications along with headshots of the recipients.</p> <ul style="list-style-type: none"> Checks can only be made payable to the student’s college (never to the student). Awarded funds can only be used towards tuition or program approved books or supplies. (see NEWH website for more details – Scholarship Check Request Form)
After the Judging	Award Scholarships	NEWH, Inc. Office calls or emails colleges to determine correct address checks for distribution.
After the Judging	Award Scholarships	NEWH, Inc. Office mails scholarship certificates to the Scholarship Director for distribution to winners at the Scholarship event.
After the Judging	Award Scholarships	Scholarship recipients automatically become members. NEWH, Inc. Office enters students into a database and emails NEWH membership details to the students.
After the Judging	Award Scholarships	Follow-up with students to ensure scholarship checks have been received/applied.
End of Year	Award Scholarships	<p>With Programming Director, plan the Scholarship event and presentation of awards.</p> <ul style="list-style-type: none"> The focus is to honor the winners; give the students the stage to share their stories! Show the Chapter membership how fundraising dollars are used to award scholarships! Ask a local newspaper reporter to cover the event. Utilize the NEWH Scholarship Stories video at the event. Capture the awards ceremony by video (landscape mode) and photography; include interviews with students, educators, parents, event sponsors, etc.
End of Year	Award Scholarships	Attend the annual Scholarship Award event.

End of Year	Award Scholarships	Highlight Scholarship winners via social media and NEWH Magazine
	Maintain contact with Scholarship recipients	<p>Stay in touch with Scholarship recipients.</p> <ul style="list-style-type: none"> • Encourage recipients to become student members; Scholarship recipients receive TWO free years of associate membership! • Encourage recipients to get involved in the Chapter and serve in a leadership position (on a committee, as Student Relations Director, etc.). • Have a mentor shadow with students at each event, introducing them to the Chapter membership. • Remind students that NEWH membership is a great way to network for that first job and they can use NEWH's Career Network as their first step. Tell them about using resources in NEWH for help with portfolio review, resume writing, etc. • Keep in touch with Scholarship recipients, updating membership on where they are today, including them in newsletters & events.
	Maintain contact with Students and Educators	<p>Keep students and educators involved.</p> <ul style="list-style-type: none"> • Invite students and educators to Chapter events. • Establish student pricing for events. • Encourage students to assist with check-in table at events; give them an opportunity to meet members and establish relationships. • Involve students in fundraisers, on committees, etc. • Once students graduate, they receive a one-year courtesy associate membership. • NEWH and its Chapters will not provide information to any third party about Scholarship recipients (e.g., for speaking engagements, etc.).
	Maintain contact with Students and Educators	<p>With Programming Director, plan events that focus on students, but also plan events in partnerships with professors and on-campus as these schools.</p> <p>see NEWH website for ideas: Virtual Student Event – Notes Mingle and Match Event Template Speed Mentoring Event Template Culinary Event At College Template Student Social Event Winter Warm-Up Template Portfolio Roundtable Student Event Invitation Template Student Roundtable Event Template – Notes Event Table Check In – Scholarship Sign CEU Carpet Recycling Initiatives Professional Headshot Event Networking Mentorship Event Intern Mentor Event Collaborative Meeting Event</p>
	Promoting the Scholarships after the Awards	Collaborate with the Chapter Social Media Director to share your scholarship event, student stories through the NEWH Magazine, Chapter webpage and social media sites.
Prior to Nominations	Leadership	Consider adding an Educator to the Chapter Board.
As Required	Leadership	Attend mandatory Scholarship discipline calls with IBoD VP/Scholarship, Director/Scholarship, and NEWH. Inc. Office.



As Required	Leadership	Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
As Required	Leadership	Participate in communications with IBoD Director/Scholarship as required/requested.
Monthly	Leadership	Attend monthly Chapter Board meetings.
At Events	Leadership	Attend Chapter events - approximately 3 hours each (or per event calendar).



Student Relations Director Job Description and Expectations

The Student Relations Director is a **voting** position.

Purpose:

- Connect the area education community that has Hospitality programs and its students with NEWH, Inc. and the local NEWH Chapter.

Major Responsibilities:

- Form a Student Relations Committee, including student representatives from the Chapter Board, education professionals, students from area colleges and universities, and any other interested members.
- Develop relationships with the colleges and universities who have Hospitality Programs (interior design, culinary, hotel management, architecture, and design, etc.) to promote NEWH, and scholarships from NEWH Chapter and NEWH, Inc.
- Market the opportunities for NEWH Scholarships and the benefits of being involved and being a member of NEWH to the students.
- Build relationships with current student members.
- Properly store all records and correspondence of the position for historical purposes to pass along to future Chapter Student Relations Directors.
- Provide oversight of the Student Representative position to ensure NEWH, Inc. mission, standards, and practices are maintained and followed.
- Participate in communications with IBoD VP Scholarship / Erika Swansen, NEWH, Inc. Staff Scholarship Director as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings / events.

Outside Resources and Relationships

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

Student Relations Director Task List/Timeline Overview

Timing	Category	Activity
Prior to Planning / Calendaring	Student Relations Committee	Form a Student Relations Committee, including student representatives from the Chapter Board, education professionals, students from area schools, and any other interested members.
As needed	Student Relations Committee	Lead Chapter committee meetings and participate with emails as needed.
	Build Relationships with Schools	Develop relationships with the colleges and universities who have Hospitality programs. <ul style="list-style-type: none"> • Develop a communications network. Who are the contacts at the school? • Share the benefits of NEWH and NEWH membership. • Engage the schools by: <ul style="list-style-type: none"> ○ Making visits. ○ Attending job fairs. ○ Offering to provide presentations about NEWH. ○ Offering to make education presentations during classes.
	Market Scholarship Opportunities to the Schools	Collaborate with Scholarship Director to communicate scholarship opportunities and application timeline to the colleges and universities who have Hospitality programs.
	Market Scholarship Opportunities to the Students	Collaborate with Scholarship Director to follow up with scholarship applicants and recipients encouraging them to become student members.
	Market NEWH to Students	Market NEWH to the students. <ul style="list-style-type: none"> • Collaborate with the Marketing Director to market the opportunities for NEWH Scholarships and the benefits of being involved in NEWH and being a member of NEWH. • Invite students to Chapter events. • Pair members with student members at Chapter events.
	Relationships with Current Student Members	Build relationships with current student members. <ul style="list-style-type: none"> • Enlist/utilize student members for assistance at Chapter events. • Pair members with student members at Chapter events. • Collaborate with Membership Director to collect updated contact information for student members prior to graduation to maintain relationships with them as they transition to associate members.
	Student-focused Events	Collaborate with Programming Director: <ul style="list-style-type: none"> • Plan a student-based event (resume reviews, speed networking, student centric events). • Enlist/utilize student members for assistance at Chapter events.
As needed	Leadership	Provide oversight of the Student Representative position to ensure NEWH, Inc. mission, standards, and practices are maintained and followed.

		<ul style="list-style-type: none"> • Have a clear understanding of the job description for the position and how they contribute to the overall success of the Chapter and NEWH, Inc. • Have a clear understanding of the Chapter’s strategic plan and the primary goals for the position. • Empower and support the member in the position in managing their role. • Maintain communication with the member in the position to be aware of progress related to their role.
As Required	Leadership	<ul style="list-style-type: none"> • Participate in communications with VP Scholarship / Erika Swansen, NEWH, Inc. Staff Scholarship Director as required/requested.
Monthly	Leadership	Attend monthly Chapter Board meetings.
At Events	Leadership	Attend Chapter events - approximately 3 hours each (or per event calendar).



Programming Director Job Description and Expectations

The Programming Director is a **voting** position.

Purpose:

Create, plan, and implement program event(s) that will attract disciplines of the hospitality industry, resulting in raising the profile of NEWH, Inc. and in promoting membership.

What is the difference between a Program and a Fundraising Event?

There is a difference between a Program and a Fundraising Event.

Program: The purpose of a program is to develop relationships and build membership in a more business type setting. A program occurs when you have a speaker, a panel discussion, or a tour. If industry members find your event informative and educational, it is a program. A **program should cover its costs** and maybe have proceeds of 5-10%.

Fundraiser: The mission of a fundraiser is to be profitable and make money for Scholarship and Education. Optimally, Chapter **proceeds should target 40% net proceeds**. If upon developing a fundraiser, your anticipated proceeds are lower than 25%, it should be tweaked or cancelled. Examples of fundraisers are golf tournaments, bowling tournaments, galas, etc.

Happy Hour events are neither a program or a fundraiser as they are not required to have any proceeds, no speakers or tours are necessary. You have not contracted with a venue to provide a special room, etc., for a Happy Hour type event.

Major Responsibilities:

- Form Programming Committee to plan and implement program events for the Chapter.
- Collaborate with others on Programming Events:
 - Membership Director to coordinate and implement at least one Chapter event as a “membership drive.”
 - Student Relations Director to coordinate and implement at least one Chapter event to focus on students.
 - Scholarship Director to coordinate and implement a Chapter event recognizing scholarship recipients.
 - Education Director to coordinate and implements Chapter events that are educational in nature, such as hotel tours, speakers on panels on topics of interest, Green Voice events, etc.
 - EID Director to ensure that the event aligns with the best practices in Equity, Inclusion and Diversity.
 - Green Voice Chair to promote sustainable practices in events.
 - BrandEd Team when a BrandEd event is held in the Chapter’s geographic area.
 - Participate in communications with IBoD Director/Programming as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Development, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings/events.

For Those Who Have Positions Reporting to Them:

As the Programming Director, you oversee the following Chair positions:

- Hospitality
- Regional Tradeshow

You should:

- Provide oversight of the position to ensure NEWH, Inc. mission, standards, and practices are maintained and followed.
- Have a clear understanding of the job description for the position and how they contribute to the overall success of the Chapter and NEWH, Inc.
- Have a clear understanding of the Chapter’s strategic plan and the primary goals for the position.
- Empower and support the members in the position in their managing their role.
- Maintain communication with the member in the position to be aware of progress related to their role.

Outside Resources and Relationships

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

Programming Director Task List/Timeline Overview

Timing	Category	Activity
Upon assuming the role	Leadership	In addition to the following and for a complete overview, go to the NEWH Programming Guidelines document.
Prior to Planning / Calendaring	Programming Committee	Form a Programming Committee.
As needed prior to the event	Programming Committee	Lead Programming committee meetings and participate with emails as needed.
During Planning / Calendaring	Planning for Events	Review plans and budget to Chapter Board for review / approval as appropriate.
During Planning / Calendaring	Planning the Event	Plan the event. Select the theme, date, venue, details of the event. Establish the event budget, sponsorships levels, admission fees. See NEWH website for details – Programming Fundamentals - With the Programming Committee, Plan the Event.
During Planning / Calendaring	Planning the Event – Contracts, Certificate of Insurance, and	All events require a Certificate of Insurance while some events require special considerations such as contracts to be signed, waivers of liability, waivers for donations, etc.

	Special Considerations	See NEWH website for details – Programming Fundamentals – Special Considerations .
During Planning	Designing Event Materials	Follow these NEWH Logo/Branding Guidelines . If you have any questions on the logo policy, please contact the NEWH, Inc. Office.
October while company budgets are being set / At least 6 months before the Event	Sponsorships	Enlist sponsors to underwrite the event Establish sponsorship levels. Market sponsorships to potential sponsors. Sign up the Sponsors. See NEWH website for details – Programming Fundamentals – Enlist Sponsors to Underwrite the Event .
During Planning	Ticket prices	Set ticket prices. Have a difference in ticket price being a member vs. nonmember. Manage Courtesy Tickets for Corporate Sponsors who are interested in attending the event. See NEWH website for details – Programming Fundamentals – Set Ticket Prices .
During Planning	Marketing the Event	Market the Event. Coordinate with Marketing Director, and the Public Relations, Publications, and Social Media Chairs for maximum press coverage opportunities such as Chapter social media, newsletter, etc. Submit date to NEWH, Inc. Office for inclusion on website. See NEWH website for details – Programming Fundamentals – Market the Event .
2-3 days lead time to NEWH, Inc. Office 4-6 weeks prior to the event	Save the Date Invite	Prepare / send the “Save the Date” invite. See NEWH website for details – Programming Fundamentals – Prepare/send the Save the Date Invitation .
3-4 weeks prior to the event	Event Invite	Prepare / send the Event Invite. Prepare the Event Invite. Establish ticket prices, member vs non-member. Alert NEWH, Inc. Office to set up online RSVP/payment, promotions. Broadcast invitation with all event specifics 3-4 weeks prior to the event with necessary RSVP information. See NEWH website for details – Programming Fundamentals – Prepare/send the Event Invitation .
Prior to the Event	Reminding Chapter Members about an Upcoming Event	Reaching out to Chapter members to remind them about an upcoming event is important! Following is an example of the Washington DC Chapter’s approach with a Communication Committee using a Core Group Approach

		and then using that Communication Committee to Remind Membership about an Important Event.
At the Event	At the Event	At the Event. Recognize Corporate Sponsors and Event Sponsors. Badges / Check-in Table. The Program. NEWH, Inc. Liquor Policy. Event Photo Release / Attendance / Refund and Cancellation Policies. See NEWH website for details – Programming Fundamentals – At the Event.
After the Event	After the Event	Thank sponsors and the committee. Provide a Results of Activity Report to Board to the NEWH CFO (Susan Huntington) at the NEWH, Inc. Office within 45 days after the event. See NEWH website for details – Programming Fundamentals – After the Event.
As Required	Leadership	Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
As Required	Leadership	Participate in communications with IBoD Director/Programming as required/requested.
Monthly	Leadership	Attend monthly Chapter Board meetings.
At Events	Leadership	Attend Chapter events

Fundraising Director Job Description and Expectations

The Fundraising Director is a **voting** position.

Purpose:

Create, plan, and implement program(s) to raise funds for NEWH Chapter Scholarships and Chapter administration. At least one Fundraising event is required each year. If your Chapter is holding a tradeshow, which counts as your Chapter's main fundraising event, you can forgo a major fundraising event for that year.

What is the difference between a Program and a Fundraising Event?

There is a difference between a Program and a Fundraising Event.

Program: The purpose of a program is to develop relationships and build membership in a more business type setting. A program occurs when you have a speaker, a panel discussion, or a tour. If industry members find your event informative and educational, it is a program. A **program should cover its costs** and maybe have proceeds of 5-10%.

Fundraiser: The purpose of a fundraiser is to be profitable and make money for Scholarship and Education. Optimally, Chapter **proceeds should target 40% net proceeds**. If upon developing a fundraiser, your anticipated proceeds are lower than 25%, it should be tweaked or cancelled. Examples of fundraisers are golf tournaments, bowling tournaments, galas, etc.

Happy Hour events are neither a program or a fundraiser as they are not required to have any proceeds, no speakers or tours are necessary. You have not contracted with a venue to provide a special room, etc., for a Happy Hour type event.

Major Responsibilities:

- Form Fundraising Committee to plan and implement a fundraising event for the Chapter.
- Plan and implement a fundraising event for the Chapter.
- Properly store all records and correspondence of the position for historical purposes to pass along to future Chapter Fundraising Directors.
- Participate in communications with IBoD Director/Fundraising as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Development, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings / events.

Outside Resources and Relationships

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

Fundraising Director Task List/Timeline Overview

Important Note Regarding Fundraising Events

- At least one fundraising event is required each year.
- If your Chapter is holding a tradeshow, which counts as your Chapter’s main fundraising event, you can forgo a major fundraising event for that year.
- If holding a huge event every year is too much, consider having a large fundraising event every other year, with a ‘mini’ fundraising event on the other years.
- To learn more about the financial aspects of a Fundraiser, See NEWH website for details [Fundraising Fundamentals - What is the difference between a Program and a Fundraising Event.](#)

Timing	Category	Activity
Upon assuming the role	Leadership	In addition to the following and for a complete overview, go to the NEWH Fundraising Fundamentals document.
Prior to Planning / Calendaring	Fundraising Committee	Form a Fundraising Committee.
As needed prior to the Fundraising event	Fundraising Committee	Lead Fundraising Committee meetings and participate with emails as needed.
During Planning / Calendaring	Planning the Event	Review plans and budget to Chapter Board for review / approval as appropriate.
During Planning / Calendaring	Planning the Event	Plan the event. <ul style="list-style-type: none"> • Select the theme, date, venue, details of the event. • Establish the event budget, sponsorships levels, admission fees. See NEWH website for details – Fundraising Fundamentals - - With the Fundraising Event Committee, Plan the Event.
During Planning / Calendaring	Planning the Event – Certificate of Insurance and Special Considerations	All events require a Certificate of Insurance while some events require special considerations such as contracts to be signed, waivers of liability, waivers for donations, etc. See NEWH website for details - Fundraising Fundamentals – Special Considerations.
During Planning	Designing Event Materials	Follow these NEWH, Inc. Logo/Branding Guidelines . If you have any questions on the logo policy, please contact the NEWH, Inc. Office.
October while company budgets are being set / At least 6 months before the Event	Sponsorships	Enlist sponsors to underwrite the fundraising event Establish sponsorship levels. <ul style="list-style-type: none"> • Market sponsorships to potential sponsors. • Sign up the Sponsors. See NEWH website for details – Fundraising Fundamentals – Enlist Sponsors To Underwrite The Fundraising Event.

During Planning	Ticket prices	<p>Set ticket prices.</p> <ul style="list-style-type: none"> • Have a difference in ticket price being a member vs. nonmember. • Manage Courtesy Tickets for Corporate Sponsors who are interested in attending the event. <p>See NEWH website for details – Fundraising Fundamentals – Set Ticket Prices. (anchor link)</p>
Prior to the Event	Marketing the Event	<p>Market the Event.</p> <ul style="list-style-type: none"> • Coordinate with Marketing Director, and the Public Relations, Publications, and Social Media Chairs for maximum press coverage opportunities such as Chapter social media, newsletter, etc. • Submit date to NEWH, Inc. Office for inclusion on website. <p>See NEWH website for details – Fundraising Fundamentals – Market the Event. (anchor link)</p>
2-3 days lead time to NEWH, Inc. Office 4-6 weeks prior to the event	Save the Date Invite	<p>Prepare / send the “Save the Date” invite.</p> <p>See NEWH website for details – Fundraising Fundamentals – Prepare/send the Save the Date Invitation. (anchor link)</p>
3-4 weeks prior to the event	Event Invite	<p>Prepare / send the Event Invite.</p> <ul style="list-style-type: none"> • Prepare the Event Invite. • Establish ticket prices, member vs non-member. Alert NEWH, Inc. Office to set up online RSVP/payment, promotions. • Broadcast invitation with all event specifics 3-4 weeks prior to the event with necessary RSVP information. <p>See NEWH website for details – Fundraising Fundamentals – Prepare/send the Event Invitation (anchor link)</p>
Prior to the Event	Reminding Chapter Members about an Upcoming Event	<p>Reaching out to Chapter members to remind them about an upcoming event is important! Following is an example of the Washington DC Chapter’s approach with a Communication Committee using a Core Group Approach and then using that Communication Committee to Remind Membership about an Important Event.</p>
At the Event	At the Event	<p>At the Event.</p> <ul style="list-style-type: none"> • Recognize Corporate Sponsors and Event Sponsors. • Badges / Check-in Table. • The Program. • NEWH, Inc. Liquor Policy. • Event Photo Release / Attendance / Refund and Cancellation Policies. <p>See NEWH website for details – Fundraising Fundamentals – At the Event. (anchor link)</p>
After the Event	After the Event	<ul style="list-style-type: none"> • Thank sponsors and the committee. • Provide a Results of Activity Report to Board to the NEWH, Inc. CFO (Susan Huntington) at the NEWH, Inc. Office within 45 days after the event.

		See NEWH website for details – Fundraising Fundamentals – After the Event. (anchor
As Required	Leadership	Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
As Required	Leadership	Participate in communications with IBoD Director/Fundraising as required/requested.
Monthly	Leadership	Attend monthly Chapter Board meetings.
At Events	Leadership	Attend Chapter events

Marketing Director Job Description and Expectations

This is a **voting** position.

Purpose:

- Bring the messages of the NEWH Chapter to the hospitality industry in a consistent and unified manner.
- With the Marketing committee, manage all external communications of the Chapter and ensure NEWH brand standards and guidelines are followed.

Major Responsibilities:

- Form a Marketing Committee, including Social Media, Community Service, Publications, and Public Relations Chairs and any other interested members.
- Develop an annual marketing calendar to manage marketing communications.
- Develop Chapter marketing initiatives that will build brand awareness, will reflect the NEWH overall mission, and is consistent with the goals and objectives of NEWH, Inc.
- Coordinate with Programming Director and Fundraising Director to develop and distribute event notices.
- Provide oversight of the Social Media, Community Service, Publications, and Public Relations Chapter Chair positions to ensure that NEWH, Inc. **mission, standards, and practices** are maintained and followed.
- Participate in communications with VP Communications / Hillary Eggebrecht, NEWH, Inc. Communications Director as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Development, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings / events.

Outside Resources and Relationships

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

Marketing Director Task List/Timeline Overview

Timing	Category	Activity
Upon Assuming the Role	Leadership	In addition to the following, the NEWH website has a number of other resources related to Marketing on the Board Resources page.
Prior to Planning / Calendaring	Marketing Committee	Form a Marketing Committee, including Social Media, Community Service, Publications, and Public Relations Chairs and other interested members.
As needed	Marketing Committee	Lead Chapter committee meetings and participate with emails as needed.

During Planning / Calendar	Planning for Events	Collaborate with Programming Director, Fundraising Director, and other Chapter Board members on dates of events to coordinate Marketing needs.
During Planning / Calendar	Marketing Calendar	Develop an annual marketing calendar to manage marketing communications, identifying deadlines for messages to be developed and released.
After Planning / Calendar	Marketing the Chapter Calendar	Market the approved calendar of events; ensure information is submitted to NEWH, Inc. Office for posted on social media, shared with potential sponsors, and submitted to NEWH, Inc. Office Diane Federwitz diane.federwitz@newh.org for inclusion on the NEWH website and Hillary Eggebrecht hillary.eggebrecht@newh.org for inclusion on other social media outlets.
For each Event	Designing Marketing Materials	Develop Chapter marketing initiatives that will build brand awareness and will reflect the NEWH, Inc. overall mission and is consistent with the goals and objectives of NEWH, Inc. <ul style="list-style-type: none"> • Ensure that NEWH, Inc. Logo/Branding Guidelines are met on all marketing collateral distributed. If you have any questions on the logo policy, please contact the NEWH, Inc. Office.
For each Event	Distributing Marketing Materials	Coordinate with Programming Director and Fundraising Director to develop and distribute event notices: <ul style="list-style-type: none"> • Save the Date Invitations (send 4-6 weeks prior to the event). • Event Invitations (send 3-4 weeks prior to the event). • Email requests to Diane Federwitz (diane.federwitz@newh.org) at the NEWH, Inc. Office to broadcast to your Chapter list. Give NEWH, Inc. Office 2-3 business days lead time for all broadcast requests.
As needed	Leadership	<ul style="list-style-type: none"> • Provide oversight of the Social Media, Community Service, Publications, and Public Relations Chapter Chair positions to ensure that NEWH, Inc. mission, standards, and practices are maintained and followed. <ul style="list-style-type: none"> ○ Have a clear understanding of the job descriptions for the Social Media, Community Service, Publications, and Public Relations Chapter Chair positions and how they contribute to the overall success of the Chapter and NEWH, Inc. ○ Have a clear understanding of the Chapter’s strategic plan and the primary goals for the Social Media, Community Service, Publications, and Public Relations Chapter Chair positions. ○ Empower and support the Social Media, Community Service, Publications, and Public Relations Chapter Chairs in their managing their roles. ○ Maintain communication with the Social Media, Community Service, Publications, and Public Relations Chapter Chairs to be aware of progress related to their roles.

		<ul style="list-style-type: none"> ○ Join as an ad hoc member in the Social Media, Community Service, Publications, and Public Relations committees.
As needed	Leadership	<p>Regarding the Social Media Chapter Chair Board position:</p> <ul style="list-style-type: none"> ○ SOCIAL MEDIA: Provide oversight of social media posts (Facebook, Instagram, LinkedIn) to promote the Chapter, its events, and its members. (NEWH, Inc. has one main Twitter account that is linked to Facebook; Chapters do not have their own Twitter accounts.) ○ WEBSITE: Work with NEWH, Inc. Office Diane Federwitz <diane.federwitz@newh.org> on an ongoing basis to update Chapter website pages to ensure clear and current messages and information is posted including: <ul style="list-style-type: none"> ● Member spotlight. ● Event pictures with an event recap to Facebook and Flickr. ● Annual sponsors on the Chapter home page. ● Recent Chapter news to keep things fresh. <p>See NEWH website for ideas and guidelines – Marketing Resources</p>
As needed	Leadership	<ul style="list-style-type: none"> ● Regarding the Publications Chapter Board position: <ul style="list-style-type: none"> ○ Ensure Chapter information is appropriately submitted in a timely manner for the NEWH Magazine. ○ Watch for deadline dates for member news! ○ Ensure any pictures sent in include people’s names (or they will not be included!).
As needed	Leadership	<ul style="list-style-type: none"> ● Regarding the Public Relations Chapter Board position: <ul style="list-style-type: none"> ○ Assist Chapter in developing industry and media contacts to advance public relations campaigns.
As needed	Leadership	<ul style="list-style-type: none"> ● Regarding the Community Service Chapter Board position: <ul style="list-style-type: none"> ○ Provide oversight of all community service projects. (Please note: the Chapter is allowed to donate time and materials, but not money or the collecting of money).
As Required	Leadership	<ul style="list-style-type: none"> ● Participate in communications with VP Communications / Hillary Eggebrecht, NEWH, Inc. Communications Director as required/requested.
As Required	Leadership	<ul style="list-style-type: none"> ● Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
Monthly	Leadership	<ul style="list-style-type: none"> ● Attend monthly Chapter Board meetings.
At Events	Leadership	<ul style="list-style-type: none"> ● Attend Chapter events.



Equity, Inclusion, & Diversity Director Job Description and Expectations

The Equity, Inclusion, & Diversity position is a **voting** position.

Purpose:

Bring awareness of, share communications related to, and highlight key opportunities regarding Equity, Inclusion, and Diversity between the Equity, Inclusion, and Diversity Committee, the Chapter Board, and the NEWH Chapter membership.

Major Responsibilities:

- Serve as liaison with the Chapter Board, EID Committee, and NEWH on Equity, Inclusion, and Diversity topics and concerns.
- Engage with local hospitality businesses to bring awareness of diversity in the local communities back to the Chapter.
- Serve as a member of the NEWH Equity, Inclusion, and Diversity Committee.
- Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.
- Attend Chapter Board meetings and Chapter Executive Committee meetings.
- Participate in communications with IBoD Director/EID as required/requested.

Length of Term

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

Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings / events.

Outside Resources and Relationships

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

Equity, Inclusion, & Diversity Director Task List/Timeline Overview

Timing	Category	Activity
Monthly	Liaison re EID	Share communications from the Equity, Inclusion, and Diversity Committee to the Chapter Board and membership.
During Planning	Liaison re EID	Promote opportunities to the Chapter Board to advance Equity, Inclusion, and Diversity across Chapter events and initiatives.
During Planning	Liaison re EID	Collaborate with Chapter Programming Director to hold at least one event during the year that is focused on EID. For example: <ul style="list-style-type: none"> • An education program that focuses on perspectives from hospitality industry areas such as operations, management, culinary, etc. • A “behind-the-scenes” walk-through of a hospitality role.

During Planning	Liaison re EID	Collaborate with Chapter Marketing Director to include those beyond the typical NEWH, Inc. membership group (hotel owners, hotel managers, architects, chefs) with invitations to events.
During Planning	Liaison re EID	Ensure Chapter fundraising, programming, and community service events align with NEWH, Inc.'s pledge for Equity, Inclusion, and Diversity in all aspects of Chapter activities.
As Possible	Liaison re EID	Engage with local hospitality businesses to bring awareness of diversity in the local communities back to the Chapter.
Monthly	EID Committee	Attend EID Committee meetings.
As Required	EID Committee	Participate on EID Committee with contributions on subcommittees, meeting target deadlines.
As Required	Leadership	Participate in communications with IBoD Director/EID as required/requested.



Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Social Media Chair is to promote Chapters on the NEWH website and other social media outlets. The Social Media Chair will have administrative access to their Chapter pages (after training is completed with an NEWH, Inc. staff person). The Social Media Chair will have the opportunity to upload pictures and add text to their Chapter pages.

Major Responsibilities:

Working closely with the Marketing Director, the Social Media Chair will:

- Enlist social media committee members as needed.
- Send event notices, Chapter news, event photos, etc. to NEWH office for posting to your NEWH.org Chapter page in a timely manner.
- Post items to Chapter Facebook page, Instagram, and LinkedIn in a timely manner.
- Upload event pictures to Flickr and Facebook to ensure NEWH website page includes recent event photos.
- Thank (and tag/link) event sponsors on NEWH.org Chapter page and Chapter social media sites.
- Introduce/Post new members via Facebook along with their company logo.
- Ensure the Chapter page is current and contains viable information (i.e., event calendar, event recaps, member news, sustainable info, scholarship info, etc.).

Length of Term:

The Social Media Chair is an appointed position (not included on the voting ballot) and is a non-voting Board Member.

- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development.
- Attendance expected at all Board meetings and events.
- Up to date NEWH.org Chapter pages and frequent social media posts on your Chapter accounts.

Outside Resources and Relationships:

- Represent NEWH and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...)
- Promote NEWH to designers and architects in the community.
- Represent and market NEWH to your industry contacts and social media outlets.

Timeline:

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)

Publications Chair Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Publications Chair is to handle all electronic and printed materials of the Chapter. NEWH, Inc. will supply all literature and informational brochures. In addition, the Publications Chair is responsible for any printed news bulletin published by the Chapter. The Publications Chapter and the Board should decide during the Strategic Planning Session how many publications there will be and how they will be published and financed. Selections include printed newsletters, to simple email broadcasts newsletters. Any articles, photographs, or newsworthy items to be printed in the NEWH Magazine will be forwarded to the NEWH, Inc. Office in a timely manner and according to the schedule of the editorial calendar.

Major Responsibilities:

Working closely with the Marketing Director, the Publications Chair will:

- Enlist publication committee members.
- Handle all printed and electronic materials of the Chapter – order elevator cards or brochures through the NEWH website (final approval by President).
- Ensure photos are taken at all events and uploaded to the Chapter website page and social media outlets.
- Develop newsletter published and mailed (or emailed) by the Chapter – determine with Board how many publications there will be and how they will be published and financed.
- Submit information to NEWH, Inc. for your Chapter page on the NEWH website.
- Submit to NEWH, Inc. any articles, photographs, or newsworthy items for inclusion in the NEWH Magazine in a timely manner – send to newh.magazine@newh.org – (Note: Website and/or email blasts requests are not mutually inclusive with magazine submittal requests. Magazine submittals must be sent to the newh.magazine@Newh.org - any photos submitted for the magazine must include captions with names of individuals and location)

Length of Term:

- The Publications Chair is an appointed position (not included on the voting ballot) and is a non-voting Board member.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development
- Attendance expected at all Board meetings and events.
- Presenting new ideas for newsletters and publications to Board Members
- Communication of publications with members



Outside Resources and Relationships:

- Meet with Chapter members and nonmembers to collect information for newsletters/publications.
- Represent NEWH and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...).
- Promote NEWH to designers and architects in the community.
- Represent and market NEWH to your industry contacts and social media outlets.

Timeline:

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)

Public Relations Chair Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Public Relations Chair is to act as a liaison between the Chapter and news organizations supplying articles of interest, photos, fundraising events, and other related material to the media. The Public Relations Chair should promote NEWH within the industry and the organization.

Major Responsibilities:

Working closely with the Marketing Director, the Public Relations Chair will:

- Enlist public relations committee members as needed.
- Supply articles of interest, photos, fundraising events, and other related material to the media.
- Develop press releases for all major Chapter events and submit to local media, and national media outlets as needed.
- Contact local media and seek requirements needed to submit newsworthy articles.
- Coordinate with Director/Publications any newsworthy items from newsletter to submit to media.
- Organize promotional material for media that pertains directly to fundraiser.
- Work with Director of Membership on annual membership drive to help market the event.
- Act as official “Photographer” for Chapter at each meeting and special event.
- Acquire a photo release from people photographed before sending out with press release.
- Preserve all records and correspondence of your position, as they belong to the Chapter.

Length of Term:

- The Public Relations Chair is an appointed position (not included on the voting ballot) and is a non-voting Board Member.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development.
- Attendance expected at all Board meetings and events.
- Reviewing press releases with VP/Development and/or Board Members
- Marketing of Chapter events to local and national media as appropriate

Outside Resources and Relationships:

- Identify local newspapers, media and other publications that may want to feature your events.
- Represent NEWH and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...).
- Promote NEWH to designers and architects in the community.



- Represent and market NEWH to your industry contacts and social media outlets.

Timeline:

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)

Hospitality Chair Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Hospitality Chair is to handle the “check-in” at meetings, ensure proper sponsor signage is displayed at events, and personally communicate with members.

Major Responsibilities:

- Enlist hospitality committee members as needed.
- Handle the “check-in” at meetings – acquire RSVP/registration list from Programming/Fundraising Director or NEWH, Inc. of online registrations.
- Have Chapter mailing list available at hospitality table for attendees to update their contact information.
- Ensure corporate partner sign is displayed at all events, as well as event sponsor signage.
- Call or email members to solicit meeting/event attendance.
- Send cards and/or flowers to members and supporters on appropriate occasions.
- Chair a Core Group (communication committee) to facilitate telephone contact with members when necessary.
- Send acknowledgements (i.e., birthday, sympathy, baby, marriage, etc.) and other necessary correspondence to members directly.

Length of Term:

- The Hospitality Chair is an appointed position (not included on the voting ballot) and is a non-voting Board member.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development.
- Attendance expected at all Board meetings and events.
- Handling the check-in at events.
- Appropriate sponsor and Chapter signage displayed at events.
- Appropriate member communication.

Outside Resources and Relationships:

- Represent NEWH and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...).
- Promote NEWH to designers and architects in the community.
- Represent and market NEWH to your industry contacts and social media outlets.



Timeline:

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)

Community Service Chair Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Community Service Chair is to present to the Chapter Board various opportunities the Chapter may select from to serve the community.

Major Responsibilities:

- Present to the Chapter Board various opportunities the Chapter may select from to serve the community (i.e., toy drive, food drive, Habitat for Humanity, clothing drive, school supply drive, book drive, cancer/heart walk, etc.).
- Once the Board has elected a charitable endeavor, work with that service organization to determine details of bringing the community service aspect to your events.
- Work with Programming Director on event invite to include community service details.
- Ensure no community event dollars are put in or taken out of an NEWH account.
- Enlist community service committee members as needed.

Length of Term:

- The Community Service Chair is an appointed position (not included on the voting ballot) and is a nonvoting Board Member.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development.
- Appropriate community service Chapter activities that do not interfere with the mission of NEWH.
- Attendance expected at all Board meetings and events.

Outside Resources and Relationships:

- Represent NEWH and be aware of events/community service events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...).
- Promote NEWH to designers and architects in the community.
- Represent and market NEWH to your industry contacts and social media outlets.

Timeline

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)

Green Voice Chair

Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Green Voice Chair is to ensure that a consistent and accurate message is presented to the Chapter regarding Green Voice events and the position of NEWH on sustainability. The Green Voice Chair will also assist each of the other disciplines in inserting sustainability initiatives into ongoing activities.

Major Responsibilities:

- Enlist Green Voice committee members.
- Assist the Programming Director in developing relevant programming and education events. Partner with local AIA or USGBC Chapters or Fitwel Ambassadors to host a joint educational event.
- Assist the Membership Director in recruiting membership from other sustainability-driven programs or companies.
- Assist the Publications and Social Media Chairs in promoting sustainable Chapter events and NEWH Green Voice events/scholarship.
- Communicate sustainability to your members (e.g., monthly green tip or sustainable newsletter).
- Promote NEWH, Inc. Green Voice initiatives: Green Voice Conversations (to companies and members), Green Voice Design Competition (student rep,' students, educators, colleges).
- Share socially: @NEWHGreenVoice, @NEWHGreenVoiceDesignCompetition, #greenconversations, #NEWHgreenvoice, #Greenvoice

Length of Term:

- The Green Voice Chair is an appointed position (not included on the voting ballot) and is a non-voting Board Member.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Administration.
- Attendance expected at all Board meetings and events.
- Presenting new ideas for establishing sustainable practices into Chapter events.
- Communication of sustainable initiatives with members.

Outside Resources and Relationships:

- Engage with other sustainability-oriented organizations in your area (USGBC, Greenbuild, etc.) - Invite those individuals to your NEWH sustainable events, attend their events.
- Tour local projects and make note of their sustainable accomplishments.



- Represent NEWH and be aware of events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, LEED tours, etc.).
- Represent and market NEWH to your industry contacts and social media outlets.

Timeline

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)

Regional Tradeshow Chair Job Description and Expectations

This is a **non-voting** position.

Purpose:

The responsibility of the Regional Tradeshow Chair is to be the main contact and act as liaison between the Chapter and NEWH, Inc., assisting in securing a date and venue for the show, as well as in all planning and implementation as required.

Major Responsibilities:

- Identify and visit venues of interest and request contracts.
- Develop a committee to assist with planning the show.
- Compile mailing list for individuals, businesses, and other organizations to be invited.
- Review and update Chapter mailing list.
- Confirm addition of CEU's or other speakers/panelist/events to be held day of show.
- Market the show regionally through word of mouth, public service announcements, and placing of posters.
- Contact principals to encourage their staff attendance via phone and visits.
- Assist in finding volunteers for day of tradeshow.
- Attend tradeshow and act as main contact along with NEWH, Inc.

Length of Term:

- The Regional Tradeshow Chair is an appointed position (not included on the voting ballot) and is a nonvoting Board Member.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development and NEWH, Inc. VP/Events and Director of Regional Tradeshows.
- Attendance expected at all Board meetings and events.

Outside Resources and Relationships:

- Represent NEWH and be aware of events/community service events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...).
- Promote NEWH to designers and architects in the community.
- Represent and market NEWH to your industry contacts and social media outlets.

Timeline

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)
- Follow regional tradeshow timeline provided by NEWH, Inc.

Other Chair Opportunities Available Job Description and Expectations

- **By-laws & Ethics** – ensures all Board Members are familiar with the NEWH bylaws and ethics – committee would be charged with any specific issues that may arise Mission or purpose statement: NEWH is the international non-profit community connecting the hospitality industry, providing scholarships, education, leadership development, and recognition of excellence.
- **CEU** – supports Programming Director in researching available CEUs to offer at general meetings.
- **Committee Development** – ascertain members’ talents and interests and solicits them to serve on a Board committee.
- **Database** – charged with updating the Chapter’s mailing/email list (given to them by NEWH, Inc.).
- **Education** – works with Scholarship Director on outreach to higher education schools who have hospitality programs.
- **Farewell Ambassador** – communicates with past members on reasons why they left the Chapter in hopes of improving member retention.
- **Historian** – Keep all written documents, Chapter news articles, literature, event invitations, photographs, etc. for historical documentation of your Chapter.
- **Sponsorship/Partner Engagement** – ensure that sponsors receive promised sponsor benefits.
- **Strategic Alliances** - charged with working with other associations or like groups to develop programs or other offerings that would benefit NEWH and its members.
- **Strategic Planning** – works with NEWH, Inc. in offering annual strategic planning session and Board training to Chapter and helps develop the Chapter’s annual strategic plan.
- **Student Representative** – the student representative encourages membership to fellow students and educators, distributes scholarship information to student groups and social media sites, and serves as the Chapter liaison to local educational institutions.
- **Ways & Means** – supports treasurer in setting up budget and helps to research various ways to attain revenue to support the Chapter.

Length of Term:

- Chair positions are appointed positions (not included on the voting ballot) and are nonvoting Board Members.
- Chair positions are a one-year term, with a 2-year max.
- No person shall serve on the Board more than ten (10) consecutive years.

Accountability:

- Reports to Chapter VP/Development and/or VP/Administration.
- Attendance expected at all Board meetings and events.

Outside Resources and Relationships:

- Represent NEWH and be aware of events/community service events being held by other industry organizations and businesses (e.g., ASID, IIDA, Trade Shows, School luncheons and job fairs...).



- Promote NEWH to designers and architects in the community.
- Represent and market NEWH to your industry contacts and social media outlets.

Timeline

- Board Meetings (monthly)
- Board Training/Orientation/Strategic Planning (once a year – between Oct and Feb)