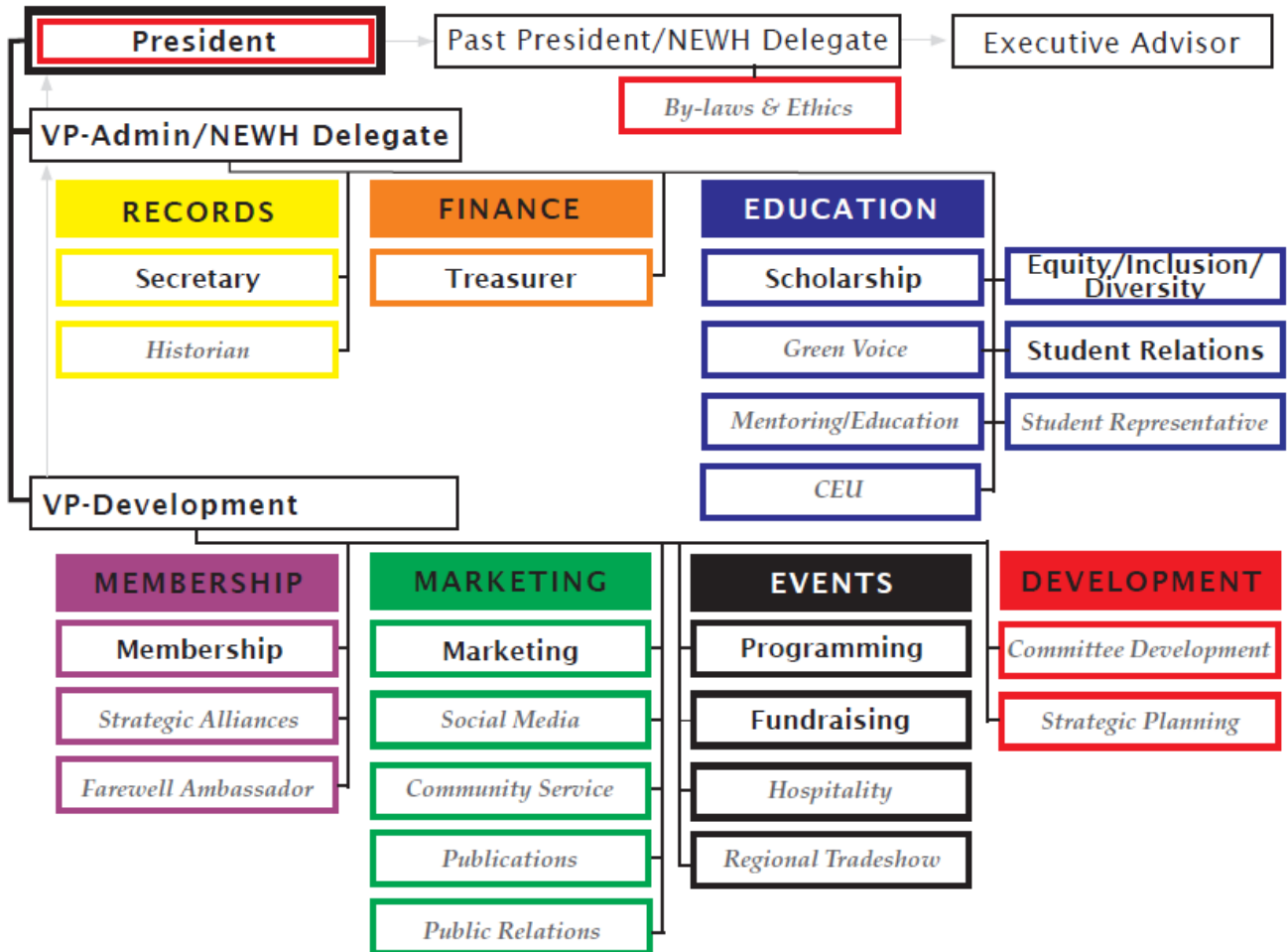


## NEWH Chapter Board of Directors Chapter Board Positions

NEWH, Inc. Chapter Board of Directors  
Organizational Chart



Below is a very brief description of the role of each Chapter Board position.

## CHAPTER BOARD EXECUTIVE COMMITTEE MEMBERS

\*see succession description below. Please note, per NEWH By-laws, no person shall serve on the Board more than ten (10) consecutive years.

### \*Succession Plan Description:

The VP/Administration, President, Past President, and Executive Advisor positions are 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. By accepting to run for VP/Development, you are making a five-year commitment to your Chapter.

### President (non-elect)

- ▶ The President will be Chief Executive Officer and, subject to the Executive Committee, will have general supervision and control over its affairs. The President will:
  - Supervise and direct the business of the Chapter, keeping all Board Members focused on setting and meeting the goals of the Chapter and NEWH, Inc.
  - Encourage future leaders.
  - Encourage teamwork and ensure involvement of all members in the Chapter.

### Vice President/Administration – NEWH Delegate\* (non-elect)

- ▶ In the absence or disability of the President, the VP/Admin (President Elect) will be designated by the Board of Directors to perform all the duties of the President. The VP/Administration oversees:
  - Secretary / Historian
  - Treasurer
  - Education / Scholarship / Student Relations / Equity, Inclusion, and Diversity / Green Voice / Mentoring/Education / CEU / Student Rep
- ▶ The VP/Admin will assume the position of President at the end of the current President's term.
- ▶ The VP/Admin will also be the NEWH Delegate.
- ▶ The VP/Admin is an authorized signer on both Chapter accounts and required to supply a copy of their driver's license for submission to Pacific Western. This is for verification of identity only.

### Vice President/Development (elected)

- ▶ The VP/Development will assist the VP/Administration in the performance of his/her duties. In the absence or disability of the VP/Administration, the VP/Development will assume and perform all duties and obligations of the VP/Administration. The VP/Development oversees:
  - Membership / Strategic Alliance / Farewell Ambassador
  - Marketing / Social Media/ Public Relations / Publications / Community Service
  - Events / Programming / Fundraising / Regional Tradeshow / Hospitality
  - Development / Committee Development / Strategic Planning
  - Provide oversight of the TopID process. Create and oversee your chapter's TopID committee and understand the TopID process and timeline to ensure deadlines are met. Participate in TopID committee member calls facilitated by NEWH, Inc. Serve as point person and liaison to the NEWH, Inc. TopID committee.
- ▶ The VP/Development will automatically assume the position of VP/Administration following their VP/Administration term.
- ▶ The VP/Development is an authorized signer on both Chapter accounts and required to supply a copy of their driver's license for submission to Pacific Western. This is for verification of identity only.

### **Secretary** (elected)

- ▶ The Secretary will keep minutes of all meetings and actions of Directors, committees of Directors, and members. The Secretary will:
  - Ensure NEWH, Inc. receives copy of approved minutes after the Board meeting.
  - Take roll call and ensure a quorum is established (50% of voting members plus 1).
  - Properly store all meeting minutes and Chapter documents (event mailers, program notices, letters, etc.) in order to ensure historical documentation and legal compliance.
- ▶ The Secretary is an authorized signer on both Chapter accounts and required to supply a copy of their driver's license for submission to Pacific Western. This is for verification of identity only.

### **Treasurer** (elected)

- ▶ The Treasurer will:
  - Keep and maintain, adequate and correct books and records of the business transactions of the Chapter, including accounts of its assets, liabilities, receipts, and disbursements into the Chapter's QuickBooks Online account per the established chart of accounts.
  - Deposit all money and other valuables in the name and to the credit of the Chapter – no personal accounts.
  - Disburse the funds of the Chapter as is approved by the Board of Directors.
  - Provide to the President and Directors, an account of all of the transactions and the financial condition of the Chapter at each monthly meeting.
- ▶ The Treasurer is an authorized signer on both Chapter accounts and required to supply a copy of their driver's license for submission to Pacific Western. This is for verification of identity only.

### **Past President – NEWH Delegate\*** (non-elect)

- ▶ The Past President/Parliamentarian will:
  - Serve as parliamentarian and have knowledge of Roberts Rules of Order.
  - Serve as timekeeper of meetings and take minutes in the absence of the Secretary.
  - Chair the Nominations Committee.
  - The Past President will also be the NEWH Delegate.

### **Executive Advisor** (non-elect)

- ▶ The Executive Advisor will:
  - Support the president, be her/his mentor.
  - Help maintain the knowledge base and history on the Chapter Board.

#### **\*NEWH, Inc. Delegate**

- ▶ The NEWH, Inc. Delegate will represent the Chapter at all NEWH, Inc. Board Meetings. They will act as liaison between the Chapter and NEWH, Inc. Board.
- ▶ The Delegate is responsible for providing a written report to the NEWH Office 21 days prior to the NEWH, Inc. Board meeting.
- ▶ They will provide a written report on the NEWH, Inc. Board Meetings to their Chapter the month following a NEWH, Inc. Board Meeting.

## **CHAPTER BOARD DIRECTORS** (all elected)

### **Scholarship**

- ▶ The Scholarship Director responsibilities:
  - Review and update the list of eligible schools for award consideration.
  - The Scholarship Director and committee will review the applications and determine the recipient.
  - The Scholarship Director will work in conjunction with the Programming Director in planning the event and presentation of awards.

## Equity/Inclusion/Diversity

- ▶ The Equity/Inclusion/Diversity Director will:
  - Enhance, bring awareness, and educate the Chapter Board and NEWH community on diversity.
  - Present to the Chapter Board various opportunities to promote equity, inclusion, and diversity within the hospitality industry.
  - Equity, Inclusion, and Diversity Director and Committee will ensure fundraising, programming, and community service events align with NEWH's pledge for diversity in our communities.
  - Is a member of the NEWH, Inc. Equity, Inclusion, and Diversity Committee.

## Membership

- ▶ The Membership Director will:
  - Actively recruit new members for the Chapter.
  - Plan one annual meeting or event for the sole purpose of recruitment of new members.
  - Encourage new members by calling visitors and applicants to answer any questions and encourage them to join online.
  - Call new members within five business days of approval welcoming them to your Chapter and informing them of future Chapter events.
  - Forward all original approved applications and payments to NEWH, Inc.
  - Introduce all new members at the Chapter's meetings.
  - In December/January, chair the membership renewal committee, calling all members who have not renewed.

## Marketing

- ▶ The Marketing Director will:
  - Ensure all marketing initiatives are developed and designed to reflect NEWH's overall mission and the message is unified with the goals and objectives of NEWH, Inc.
  - Market your approved calendar of events – ensure information is submitted to NEWH office for inclusion on website, submitted to magazine, posted on social media sites, and shared with potential sponsors.

## Programming

- ▶ The Programming Director will:
  - Plan and implement each general meeting.
  - Present a list of possible programs for the year to the Board of Directors. Meetings should be based on the objectives of the organization and shall be of diverse subject matter to appeal to a cross section of members.
  - Prepare a budget for each event to be approved by the Board – gather sponsorships to underwrite events.

## Fundraising

- ▶ The Fundraising Director will:
  - Organize the annual fundraising event – determine the theme, budget, location, and all details that pertain to the event.
  - Present the Fundraising Activity report to the Board for approval, ensuring adequate funds will be raised – gather sponsorships to underwrite events.

## Student Relations

- ▶ The Student Relations Director responsibilities (*held by a general voting member not a student member*):
  - Ensure the Chapter is connecting with its student members.
  - The Student Relations Director will work in conjunction with the Programming Director to plan student-based events (resume reviews, speed networking, student centric events).
  - Maintain relationships and connections with student members after graduation.

## **CHAIRS** (appointed by Chapter Board)

**Interested in serving as a Chair?** Chapter Chairs can include the following:

### **Publications**

- ▶ Handle all printed and electronic materials of the Chapter.
- ▶ Develop newsletter published and mailed/emailed by the Chapter.
- ▶ 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.

### **Social Media**

- ▶ Submit/post Chapter information (event notices, Chapter news, photos, event recaps) to the NEWH Chapter page and Facebook pages in a timely manner.

### **Public Relations**

- ▶ Act as a liaison between the Chapter and news organizations supplying articles of interest, photos, fundraising events, and other related material to the media.
- ▶ Promote NEWH within the industry and the organization.

### **Hospitality**

- ▶ Greet event attendees and handle the “check-in” at meetings.

### **Community Service**

- ▶ Present to the Chapter Board various opportunities the Chapter may select from to serve the community.

### **Farewell Ambassador**

- ▶ Submit/post 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 Bos.

### **Green Voice**

- ▶ A primary responsibility of the Green Voice Chair will be to ensure that a consistent and accurate message is presented to the Chapter regarding NEWH 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.

### **Student Rep**

- ▶ Assist the Chapter in communicating membership, networking and scholarship opportunities to students and education professionals.

Other Chapter Chairs may include strategic alliances, mentoring/education, database, ways and means, CEU, regional tradeshow, by-laws and ethics, committee development, and strategic planning.

## **COMMITTEES**

**Are you brand new to NEWH, or not quite ready to commit to a Director or Chair position?** Join a committee under a Director or Chair in your area of interest to get your feet wet and help your Chapter grow and succeed!

Have you served on the Board for more than ten (10) years? Thank you for your dedicated service! If you are interested in staying involved, think about being a mentor to your current Chapter Board Members.

Contact NEWH today at [nominations@newh.org](mailto:nominations@newh.org) for further info.