



Mandatory Training PRESIDENT

PRESIDENTS – please answer the following questions:

Who is the NEWH, Inc. President? _____

Name the person (and their position) on your board who you report to and go to for questions.

Check the board members who have a vote on your board:

- President
- VP/Administration
- VP/Development
- Treasurer
- Secretary
- Executive Advisor
- Directors
- Chairs

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

_____Yes _____No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH within _____days and accompanied by a receipt.

Is there a fee to use the chapter credit card? _____Yes _____No

Who do I contact to use the NEWH, Inc. Chapter credit card for deposits and payments to vendors?

In what situation does the President have a vote? _____

The President should lead with his/her opinion on discussion topics. _____ True _____ False

As NEWH is a business, it is important to maintain order using _____ and
_____ at meetings.

The President signs both single-year and multi-year contracts. _____ True _____ False

Bank signature cards are due to the NEWH, Inc. Office by _____ (date).

What three things are included in the business plan?

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

What award can Chapter Presidents include in their budget but requires no board vote or approval?

Thank you for serving!

Name: _____

Chapter: _____

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