



Mandatory Training

STUDENT RELATIONS DIRECTOR

Who is the NEWH, Inc. President? _____

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

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

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> VP/Administration | <input type="checkbox"/> Executive Advisor |
| <input type="checkbox"/> VP/Development | <input type="checkbox"/> Directors |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Chairs |

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

_____Yes _____No

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

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

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

You will provide oversight to which position?

As Student Relations Director, your main responsibility/role is to oversee student members. Why is this important?

Who should you include in the Student Relations Committee?

As Student Relations Director, you will work with the Programming Director to plan what type of events?

Thank you for serving!

Name: _____

Chapter: _____

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