



## Mandatory Training VP/Administration – NEWH Delegate

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 assist the Past President with the \_\_\_\_\_, beginning in August and concluding in October.

What 4 director positions does the VP/Admin oversee?

\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

As a Delegate, you must attend \_\_\_\_\_ (number) NEWH, Inc. board meetings.

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

\_\_\_\_\_

Delegate reimbursement for room expense is based on \_\_\_\_\_ occupancy with qualified board members.

What should be provided by the treasurer at each board meeting? \_\_\_\_\_

The approved budget should be included with the Chapter business plan and turned in to the NEWH, Inc. Office by \_\_\_\_\_.

Minutes are a legal record of board meetings. Minutes should be voted on/approved by your board in a timely manner and approved minutes submitted to \_\_\_\_\_.

As VP/Admin, you should be a committee member in every position you oversee.

\_\_\_\_\_ Yes \_\_\_\_\_ No

As VP/Admin, you will assume the position of \_\_\_\_\_ at the end of your VP/Admin term.

**Thank you for serving!**

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Save this file as (lastname\_firstname) and email completed form to [erika.swansen@newh.org](mailto:erika.swansen@newh.org)