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The Role of the VP - Admin

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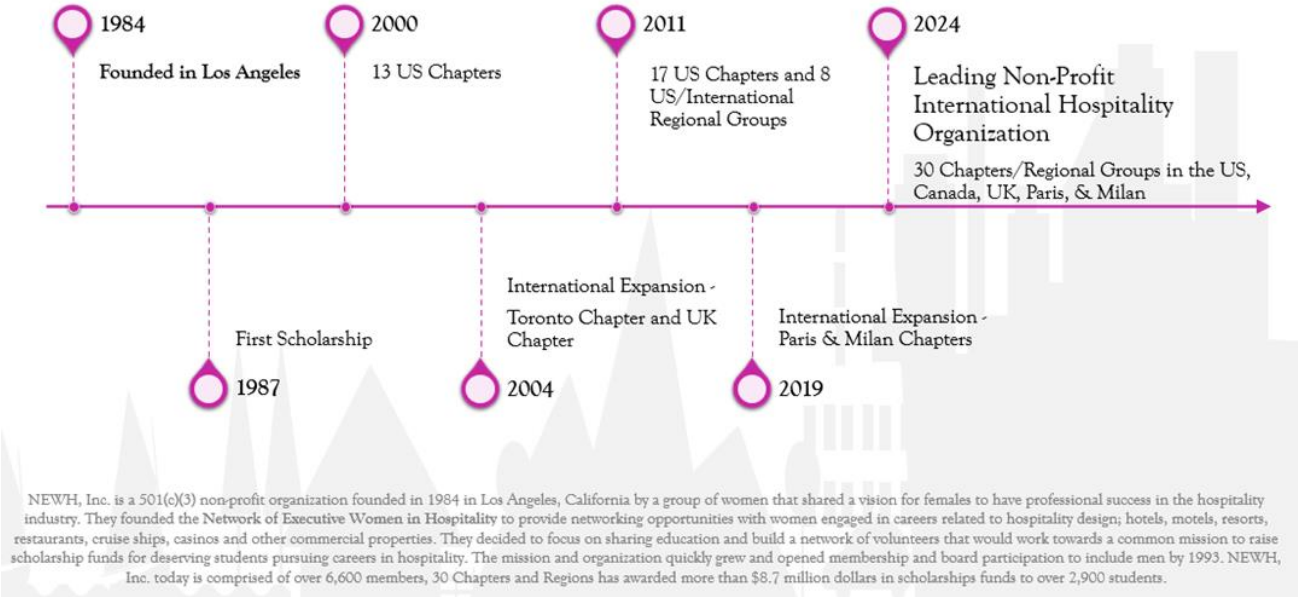
NEWH: The Role of the VP-Admin

Overview

Why be involved in NEWH?

Knowledge is POWER! NEWH involvement will strengthen your professional skills and business network while building a stronger Board for the benefit of your Chapter and local hospitality community.

NEWH Timeline



NEWH, Inc. is a 501(c)(3) non-profit organization founded in 1984 in Los Angeles, California by a group of women that shared a vision for females to have professional success in the hospitality industry. They founded the **Network of Executive Women in Hospitality** to provide networking opportunities with women engaged in careers related to hospitality design, hotels, motels, resorts, restaurants, cruise ships, casinos, and other commercial properties. They decided to focus on sharing education and build a network of volunteers that would work towards a common mission to raise scholarship funds for deserving students pursuing careers in hospitality. The mission and organization quickly grew and opened membership and board participation to include men by 1993. NEWH, Inc. today is comprised of over 6,600 members, 30 Chapters and Regions and has awarded more than \$8.7 million dollars in scholarships funds to over 2,900 students.

NEWH Vision and Mission

Vision: “The Hospitality Industry Network”

Mission: NEWH is the international community connecting the hospitality industry, providing scholarships, education, leadership development, recognition of excellence, and business development opportunities.

Non-Profit vs For Profit: What is the difference?

NONPROFIT

- Organization provides services of benefit without financial incentive
- Nonprofit is qualified by the IRS as a tax-exempt organization through education and scholarship
- Voluntary trustees govern the Nonprofit, protecting members interest
- Nonprofit owned by the public; status granted by the IRS
- NEWH, Inc. as a 501(c)(3) does not lobby

FOR PROFIT

- Organization operates for personal or corporate monetary gain
- For Profit organization is governed by a Board of Directors – directors are paid for their service
- Stockholders own a for profit business

NEWH Serves

NEWH serves students, industry, and membership.

Students: NEWH recognizes the talent and ability of students and encourages involvement in all areas of the Hospitality fields through scholarships, educational programs, and volunteer opportunities.

Industry: NEWH offers educational events and networking opportunities to keep those involved in hospitality connected and informed.

Membership: NEWH provides meetings, educational programs, seminars, and career opportunities for its members.

What NEWH Does

Education: NEWH offers events and programs providing educational opportunities for students and hospitality industry professionals related to their fields including design, procurement, and sales. NEWH events bring knowledge from CEUs, hotel tours, to visionary panel discussions from leading industry professionals.

Networking: As part of its mission, NEWH connects students pursuing careers in the hospitality industry and industry professionals wishing to grow their careers in the hospitality industry with companies that have projects, job openings and internship programs.

Scholarships: NEWH has awarded over \$8.7M in scholarships that have impacted more than 2,900 students and their families from around the world. Volunteers are the driving force behind these astounding results.

Value of NEWH: Important Things to Consider When Joining an Organization

Credibility

NEWH has been bringing hospitality professionals together for more than three decades. It has grown to be the leading nonprofit international hospitality organization that focuses on promoting its members, participating in the mission of providing scholarships for students pursuing careers in hospitality. It is focused on hospitality-related businesses serving hotels, resorts, timeshares, casinos, cruise lines, theme parks, restaurants, and senior living markets.

Expanding Your Network

Making connections is critical to running a successful business and joining NEWH gives countless opportunities to connect in person at an event or program. There is a sense of security belonging to a large network that can support you in strategic business moves whether they are local or international. NEWH's international network reaches more than 30 hospitality regions from US, Canada, and Europe with more than 6,600 members.

Broadening Your Knowledge

Through Chapters and distinct partnerships NEWH offers seminars, panel discussions, property tours and online education to keep its members up to date on the latest industry innovations, research, and trends. NEWH brings small format product showcases directly to your community for a "touch and feel" of the latest products.

Personal and Professional Development

NEWH gives you an opportunity to develop your skills as a leader through participation on Chapter Boards.

Taking Charge of Your Career

Take advantage of career resources. NEWH offers a "Career Network" where members can post resumes and job listings for little to no cost. This is a great way to find targeted job postings for your area of interest or gain a new employee that is trained for your specific needs.

Strength in Numbers

NEWH is committed to recognizing and promoting its members and their work. The NEWH Magazine features members, hospitality projects, and scholarship recipients and has a circulation of more than 20,000 worldwide.

International conferences and events feature members and their contributions to the organization and the industry.

Stay Motivated and Stay Inspired

Any venture worth pursuing will be challenging along the way. It is important to be proactive about things you discover on the journey. Joining NEWH will keep you in tune with today and inspired for the future as you engage in many of the local and international events focused on building a stronger future for the hospitality industry!

Give Back to Your Community

Participating on a Chapter Board or committee is a great way to grow your network and build lasting relationships you will value for business and friendship, while raising funds for the mission of scholarships.

Participating and/or attending events and programs allows you to stay in touch while giving back to the industry you remain passionately committed to.

Giving back is invaluable. With NEWH you can become a part of something that enhances your career while working towards a brighter future for everyone.

NEWH Partnerships

NEWH has built strategic alliances and partnerships to benefit its members and the driving mission of education, networking and raising scholarship funds for students pursuing careers in hospitality.

Corporate Partners

NEWH Corporate Partners are primarily comprised of manufacturers that produce products for the hospitality industry. These relationships are important to support the financial stability of NEWH.

Corporate Partners allow NEWH to keep dues at an affordable rate, host in-person International Board of Director Meetings and support new membership initiatives.

NEWH has 3 levels of NEWH Corporate Partnership, ranging from \$18,000 to \$38,500 USD per year).

Green Voice

NEWH supports a focused educational initiative related to sustainability and the protection of our environment.

Green Voice Partners financially supports the needs related to resourcing credible talent and professional expertise that can deliver comprehensive knowledge about sustainability at international expositions and conferences.

NEWH includes the vision of our students through design competitions tapping into their creative design solutions that benefit the world of hospitality.

Media

NEWH Media Partners bring strength to the extensive international network with their vast reach into the market connecting with executives and professionals that lead the industry with innovative thought, influence, and action.

These partners provide NEWH and its members presence at international expositions, conferences, and trade fairs allowing NEWH the opportunity to spread their message and share initiatives that benefit the entire industry and those that support it. Many of these partners assist NEWH in promotion of its members and supporters through their globally renowned publications.

Brand Partners

Brand Partners lead the charge for bringing the highest level of education to our professional members. We provide live educational sessions that host the brand partners as they share pertinent information with a perspective on pipeline and design expectations related to the brand distinctions.

BrandED Program Partners are manufacturing companies that support this educational and networking initiative for NEWH. This program funds multiple scholarships per year presented at international events.

Design

NEWH is committed to acknowledging and promoting its member firms through programs such as Top Interior Designers (TopID), which celebrates its talented and innovative design professionals.

We are proud to promote our members throughout the world as leaders in design excellence with a heart for giving back to the hospitality community.

International

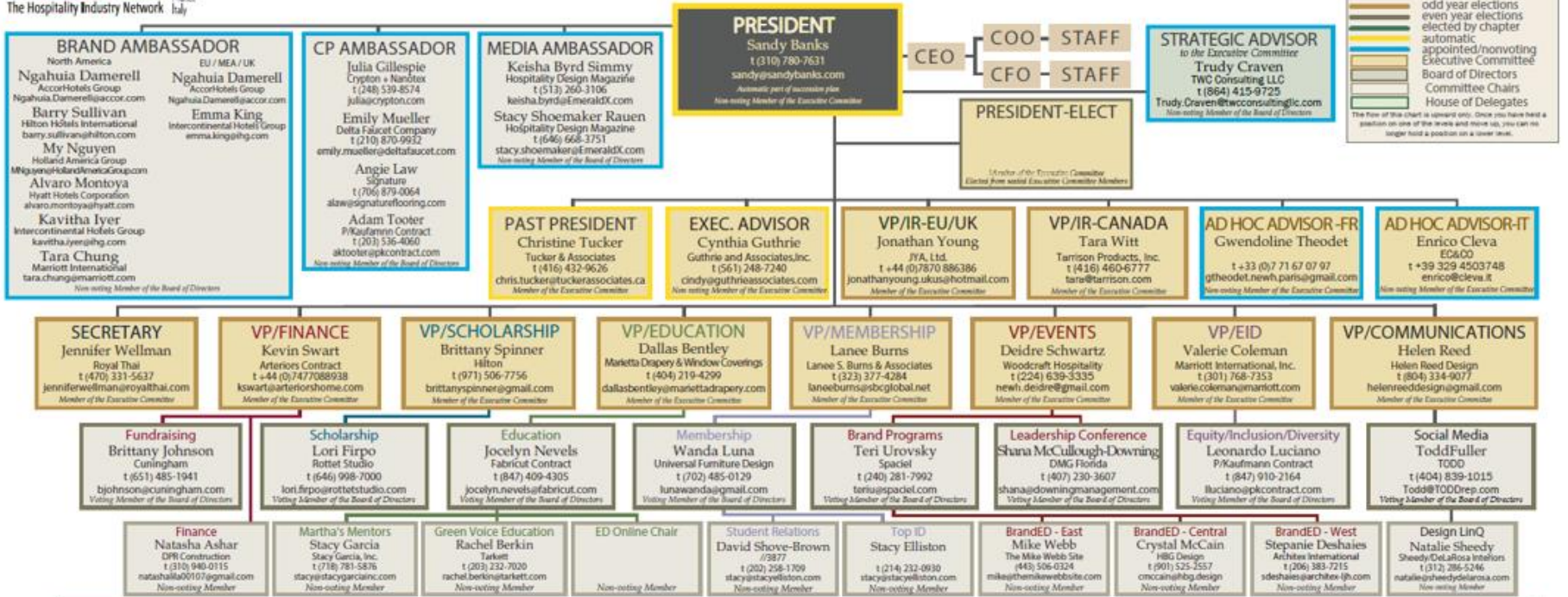
The strength of NEWH's network comes from the expansion of Chapters and regions to selective hospitality communities.

We align with International Partners that provide financial support and cultural guidance related to building these regions to support their businesses and local hospitality industry.

Organizational Chart



2024 Board of Directors Organizational Chart



Legend

- odd year elections
- even year elections
- elects by chapter
- automatic
- appointed/nonvoting
- Executive Committee
- Board of Directors
- Committee Chairs
- House of Delegates

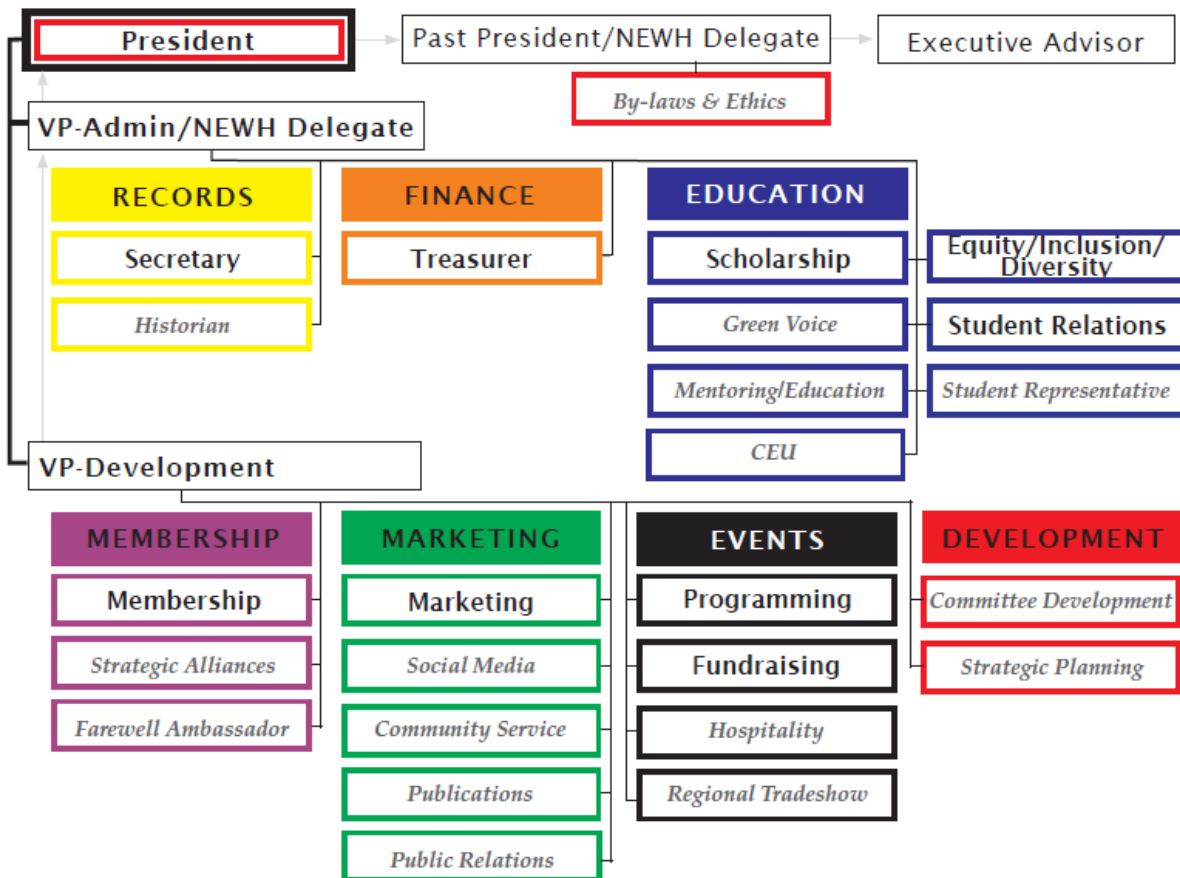
The flow of this chart is upward only. Once you have held a position one year of the time and more so, you can no longer hold a position on a lower level.

HOUSE OF DELEGATES

Non-voting Members				Non-voting Members					
ARIZONA Jolie Caswell Oyer Laska, LLC Dedre Schwartz Todd Fuller Angie Law Chloe Callis	(712) 832-2465 ccaswell@tycc.com Ashley Mitchell Debra Whitaker Group Hospitality Dallas Luis Arango Apoll Geter Atlanta Todd Fuller Angie Law Chloe Callis	Universal Furniture Design, LLC Los Angeles Elizabeth Banks North Central Kim Faith Hannah Gramardt Milano Enrico Cleva Las Vegas Sarah Brookshire Chicago Wanda Luna	Levar Jackson Paris Gwendoline Theodet Rocky Mountain Brittany Spinner Danielle Vassallo San Francisco Genevieve Mansfield	(206) 576-1654 courteney@welcometothecity.com Paris Gwendoline Theodet Rocky Mountain Brittany Spinner Danielle Vassallo San Francisco Genevieve Mansfield	gmanfield@stonesource.com Hayley Taylor South Florida Caste Idie Stella Pena Sunshine Sara Nelson Chris Schaefer	(407) 889-4944 chris.schaefer@gmail.com Toronto Celine Marcotte United Kingdom Libby Bull Kevin Swart Cincinnati Region	Washington DC Michelle Madison Elie Pechiney Regional Steering Committee Chairs: Atlantic City/Philadelphia Metzuli Davis Scott McSherry Kylar Burroughs	burroughskyle@gmail.com Houston Diane Smith Mid-South Region Michael Sautner New England Region Alli Orsini North Carolina Region Scott McSherry Kylar Burroughs	Orange County Region Sonya Miles Pittsburgh Region Will Michael South Carolina Region Anna Svelinbjornsdottir Vancover Region Tammy Diaz

NEWH, Inc. Chapter Board of Directors Organizational Chart

NEWH, Inc. Chapter Board of Directors
Organizational Chart



Understanding the Chapter Board Succession Plan

NEWH has a succession plan policy in place for Chapters to follow. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH Board model. The **VP/Development, VP/Administration, President, Past President, and Executive Advisor** positions are part of the succession plan - beginning with the VP/Development position which is elected.

Each position is a one-year term, which means when you accept to run for VP/Development you are making a 5-year commitment to your Chapter. *No person shall serve on the Board more than ten (10) years.*

The **VP/Administration** and **Past President** will also serve as the Chapter's **NEWH Delegate**.

**NOTE: In the UK, the delegate position is a floating position for a Board member can attend the IBoD meeting in the U.S.*

Board Positions

Executive Committee (1 vote each, unless indicated)

- President* (no vote, unless tie)
- VP-Administration/NEWH Delegate*
- VP-Development
- Secretary
- Treasurer
- Past President/NEWH Delegate*
- Executive Advisor* (no vote)

*Automatic positions are part of succession planning and begin at the VP/Development position, which is elected. After one year in the position, the person will move to the next level. This ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board model. All other positions are one-year positions, with a 2-year maximum per position.

Directors (1 vote each)

- Scholarship
- Equity, Inclusion, and Diversity
- Membership
- Programming
- Fundraising
- Marketing
- Student Relations

Chairs (no vote)

- Community Service
- Hospitality
- Internet Communication
- Public Relations
- Publications
- Green Voice
- Student Rep
- Other

Quorum = 50% of voting members +1

Email Vote: To be valid, the vote must be unanimous and have 100% participation/reply of all voting Board members.

Expectations of all Chapter Board of Directors / Regional Group Steering Committee Members:

- Read, understand, and agree to the following by signing:
 - [NEWH Code of Ethics, Rights and Responsibilities](#)
 - [NEWH Conflict of Interest](#)
 - [NEWH Code of Conduct](#)
 - [NEWH Travel Disclaimer](#)
- Understand that to serve in a leadership role in NEWH is a privilege and that actions represent and reflect upon NEWH.
- Through personal and professional conduct, uphold and maintain beyond reproach the dignity of NEWH.
- Avoid compromising the interests of NEWH. for personal/professional benefit.
- Maintain confidentiality in all confidential matters.
- Foster Equity and Inclusion to support Diversity in all NEWH. programs.
- Attend and participate in required meetings on a regular basis.
 - Study agenda and supporting materials prior to Board and committee meetings.
 - Keep the “personal” out of Chapter Board meetings.
- Be informed about the mission, services, policies, and programs of NEWH and the Chapter.
- Be familiar with Chapter finances, budget, and financial/resource needs.
- Understand the policies and procedures of NEWH.
- Be alert to community concerns that can be addressed by NEWH mission, objectives, and programs.
- Help communicate and promote NEWH mission and programs to the community.
- If a vacancy occurs between elections, Chapter Board members may recommend an NEWH member to fill the vacancy, upon which a motion is made and voted on.
- Ensure all records, correspondence, and other collateral materials are maintained to be passed along to the successor in the role as part of the Board of Directors’ knowledge transfer process or turned over to the Chapter President and/or NEWH, Inc. Office if there is no immediate successor.

The Board/Chapter – NEWH, Inc. Staff Relationship

Consider it a partnership, alliance, collaboration between Chapter Boards and the NEWH, Inc. staff to achieve the goals of NEWH.

How to be a Valuable Board Member

- Promote NEWH. to others, understand the mission/history.
- Understand roles and responsibilities; hold others accountable.
- Live your role and responsibilities; hold yourself accountable.
- Stay in your lane.
- Cross over lanes when asked.
- Come prepared (review agenda and supporting documents).
- Treat information and discussions as “confidential.”
- Be curious about different perspectives/practice teamwork.
- Consensus means “I can live with it” and will support it as a team.

Committee Do's & Don'ts

Do:

- Choose members carefully, include non-Board members for committee service (If you need help recruiting, conduct a member talent survey – contact the NEWH, Inc. Office for info).
- Distribute committee assignments evenly across the Board so all members are involved.
- Give goals and provide follow-up communication/connect with committee members on an ongoing basis to ensure success.
- Get approval from the full Board before making important decisions.
- Write committee reports providing info to the Board.

Don't:

- Create committees that are too large to be effective.
- Treat non-Board members as outsiders.

Celebrate your success, highlight your Board members, and thank them! Be sure to post your Board/committee volunteers on Facebook, Instagram, LinkedIn.

Board Financial Responsibilities

- The Board should carefully review all financial reports as they have a fiduciary responsibility for all Chapter finances.
- The treasurer will present a financial report for the previous period at each monthly meeting.
- The Board should prepare, propose, and vote to approve an annual budget. Chapters should not be spending money until a budget has been approved.
- The approved budget should be included with the [Chapter Business Plan](#) and turned in to NEWH, Inc. Office by end of February. The business plan template can be found on NEWH website.

Financial Notes

All Chapters have 2 bank accounts – Administrative and Scholarship. Checks are ONLY written from the administrative account. Checkbooks are held at the NEWH, Inc. Office on the Chapter's behalf. Scholarship dollars are NOT to be co-mingled with administrative funds. Funds transferred from the scholarship account to the administrative account to cover the expenditure(s), please contact Susan Huntington with the approved transfer amount and she will complete the bank transfer for you.

NEWH, Inc. holds a Chapter credit card for all Chapters to utilize to pay expenses (no fee). This ensures that vendors are paid promptly, and Board members are not using personal finances to pay NEWH expenses. Please submit Chapter requests to Susan Huntington at NEWH.Finance@newh.org.

State compliance is conducted through the NEWH, Inc. Office. Please check with the NEWH, Inc. Office if your Chapter is tax-exempt, we are NOT tax exempt in all states.

Reimbursement

Reimbursement Requests

All reimbursement requests need to be submitted within 60 days and accompanied by receipts. These expenditures are to be approved by the Board of Directors and are inclusive of two signatures. *This policy holds true for any reimbursable delegate travel to International Board of Directors meetings.* After 60 days it is considered a charitable donation and NEWH will provide a tax-deductible receipt.

Delegate Reimbursement

NEWH has a very conservative travel reimbursement policy.

NEWH will cover ½ of the NEWH, Inc. Board Members and Chapter Delegate's airfare and ½ of their room expense for two (2) nights max to attend regularly scheduled Board of Directors meetings (if these expenses are not being covered by their business). Chapter covers the other half of airfare/lodging and includes it in annual budget. Room rates are based on double occupancy with qualified Board members.

Please note: There are caps on airfare and lodging based on location – Delegates are informed of the caps in the meeting announcement sent by NEWH. NEWH will reimburse up to \$50 of additional approved expenses with receipt. An approved expense is transportation or meals (no alcohol).

If, in your normal course of business, you will be attending (or exhibiting at) an event, you should only request the appropriate portion of one-night's lodging and no airfare.

VP-Admin 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 (see [Task List](#) for More Details):

- 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 - Admin 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	Chapter Delegate	If feasible, attend 2-3 IBoD meetings each year: January – ZOOM meeting.

November		<p>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.</p>
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.