



# Mandatory Training VP/Development – 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?

\_\_\_\_\_

The \_\_\_\_\_ Director brings the messages of the NEWH Chapter to the hospitality industry in a consistent and unified manner.

In the absence or disability of the \_\_\_\_\_ you would assume all duties and obligations.

What 4 director positions does the VP/Development oversee?

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

Actively recruiting new members and retaining existing members is the responsibility of the \_\_\_\_\_ Director.

The role of the Fundraising Director is to create, plan, and implement programs to raise funds for NEWH Chapter Scholarships and Chapter Administration. \_\_\_\_\_ True \_\_\_\_\_ False

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

The \_\_\_\_\_ Director creates, plans, and implements program event(s).

**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)