



Mandatory Training EQUITY, INCLUSION, & DIVERSITY 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:

- President
- Past 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, 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 Chapter credit card for deposits and payments to vendors?

You will serve as the liaison with the _____, _____, and NEWH, Inc. on Equity, Inclusion, and Diversity.

You should collaborate with _____ to hold at least one event during the year that is focused on EID.

The EID Director reports to _____, _____, and the NEWH, Inc. Office.

Thank you for serving!

Name: _____

Chapter: _____

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