



Specific Duties of the National Board

National Chairperson

The National Chairperson serves as the spokesperson of NSMH. They are the point of contact for Industry Alliances and Partnerships, take part in strategic planning, and create a brief Annual Report. The National Chairperson is also responsible for knowing the History of NSMH.

National Vice-Chairperson

The National Vice-Chairperson assists with regional events, participates in the chapter president's summit, and oversees the activity of regional chairs and ensure the success of regional activities.

National Secretary

The National Secretary is responsible for taking meeting minutes of the National Board meetings, issuing notices indicated by the NSMH Bylaws, and developing and maintaining an operational calendar of national events.

National Treasurer

The National Treasurer maintains the NSMH financial accounts with the help of the NSMH National Accountant, monitoring chapter financial procedures, and assisting with disbursement of scholarship funds.

National Parliamentarian

The National Parliamentarian is responsible for communications regarding National Board Elections, keeping records of the National Constitution and Bylaws, and keeping record of Chapter Bylaws.

National Charter/Membership Director

The National Charter/Membership Director is responsible for starting new chapters, developing membership drives, reporting on membership statistics, and planning chapter involvement in national recruiting trips.

National Planning Director

The National Planning Director assists with the planning, logistics, agenda, and involvement of the Annual National Conference.

National Finance Director

The National Finance Director shall identify new corporate partnership/sponsorship opportunities and coordinate sponsor participation in NSMH functions.



National Programs Director

The Programs Director is responsible for planning high school outreach activities, overseeing NSMH programs such as scholarships, Chapter Awards, the National Resume Database, National Hospitality Week, etc.

National Public Relations Director

The National Public Relations Director is responsible for writing press releases, curating content for collateral material such as the INFORMER Newsletter, brochures, calendar of events, etc., coordinates NSMH participation in industry trade shows, and creates content for media promotion.

National Communications Director

The National Communications Director oversees website activity such as updates, technical problems, online job and resume posting, adding chapter links, etc., creates content and posts to social media.

Regional Chairpersons

The Regional Chairpersons are responsible for development of current chapters in each region, participates in regional events and conferences, develop ideas for chapter events, and coordinate chapter communication with national resources. The regions are divided as follows:

Northeastern Region

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Southeast Region

Delaware, District of Columbia, Maryland, North Carolina, South Carolina, Virginia, West Virginia

Southern Region

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, Texas

Midwest Region

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

Western Region

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

Questions? Send an email to hq@nsmh.org or call us at 303-502-5354!