This document is meant to list the roles and responsibilities for the formal positions of the WAHA Officers, Reps, and Committees. It is not meant to be a comprehensive operating manual but a high level overview of the responsibilities of the core roles. It should be updated by the Executive Board to represent current operations.

Officers

Executive Chairperson

Basic Description: The Executive Chairperson is a voting club representative who is responsible for fostering the actions of the Executive Committee. Though the role does not have any voting positions higher than the other board members, this member acts to help guide Executive Committee meetings and coordinate a vision forward for the WAHA.

Roles from Bylaws:

- Preside at business meetings.

- Be chairperson of the Executive Board.

- Call special business meetings, appoint committees pending Executive Board approval, and fill committee and pro tem vacancies.

- Perform such other duties as the office may require.

Additional Responsibilities / Additional Information:

- Coordinate with Executive Committee members and Committees to ensure that group actions being taken are moving the Washington homebrewing movement forward.

- Act as a “voice” for the WAHA when statements need to be made (at private and public events).

- Develop a meeting schedule with the Vice Chairperson for conducting meetings.

Vice Chairperson

Basic Description: The Vice Chairperson is a voting club representative who is responsible for overseeing the major committee efforts and filling in for the Executive Chairperson in their absence. The Vice Chairperson has some tie-breaking roles in some voting processes but mainly helps coordinate committee activities and collect information for use at WAHA meetings.

Roles from Bylaws:

- Oversee and coordinate the efforts of all major committees.

- Perform the duties of the Executive Chairperson in the absence of that officer.

Additional Responsibilities / Additional Information:

- Keep track of progress of activities assigned to committee chairs.

- Schedule coordination meetings with chairs as necessary to support activities.

- Collect information from committee chairs on committee activities or observations prior to WAHA meetings (or determine if the committee chairs will be available to present information).

Secretary

Basic Description: The Secretary is a voting club representative who is responsible for helping document WAHA activities and decisions such that all WAHA reps can be kept appraised of homebrewing activities in Washington.

Roles from Bylaws:

- Keep the minutes of Executive Board and other business meetings.

- Maintain a current roster of representatives.

- Notify members of all meetings as specified.

- Maintain, coordinate, and disseminate all required intellectual property of the WAHA.

Additional Responsibilities / Additional Information:

- Assist in voting operations (board positions, awards programs).

- Coordinate with the membership chair to determine list of representatives.

- Work with the web committee to post pertinent information to the website.

Treasurer

Basic Description: The Treasurer is a voting club representative who is responsible for maintaining financial records for WAHA, distributing funds in accordance with WAHA policies, and submitting any necessary financial paperwork to governing organizations.

Roles from Bylaws:

- Keep an accurate account of all financial transactions of the organization.

- Be responsible for all funds of the organization and receive and disburse all money, subject to the will of the Executive Board.

- Make all disbursements by approval of two or more Officers.

- Maintain accounts and render quarterly financial statements of the organization. Review the bank statement monthly with the Officers.

- Review the financial records with an Officer or board member upon request.

- Maintain non-profit documents and file annual taxes as appropriate.

Additional Responsibilities / Additional Information:

- Assist in establishing a budget for the WAHA.

Executive Board Members – Club Representatives

Club Representatives

Basic Description: Club Representatives act as the voice between the WAHA and individual clubs. They are designated by the boards of each club. Each club has one club representative who acts as a member of the WAHA Executive Committee in voting on WAHA decisions.

Roles from Bylaws:

- Club Representatives are responsible for acting as the liaison between the WAHA and their designated club.

- They shall report on WAHA activities and relay important messages to their membership.

- They shall relay ideas and issues from club members and non-club members who contact them.

- They shall query their club membership for information as requested by the Executive Board and report back with findings as required.

Additional Responsibilities / **Additional Information:**

- The Club Representatives support the actions of the Executive Board by voting on WAHA decisions.

- WAHA representative should participate in WAHA meetings as called by the Executive Chair.

Committees / **Chairs**

Awards Committee

Basic Description: Responsible for developing and executing programs to recognize individuals and clubs for excellence in homebrewing and contributions to the homebrewing movement.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the recognition of homebrewing excellence in Washington.

- Present frameworks for awards programs to the Executive Board.

- Oversee in the execution of approved awards frameworks.

- Collect all required data to support the awards frameworks.

- Coordinate with other committees and Executive Board to support the awards frameworks.

- Acquire awards for awards winners.

- Solicit prizes as appropriate for awards winners.

- Coordinate an awards ceremony to present awards.

Competition Committee

Basic Description: Arrange for WAHA sponsored competitions and provide guidance to other competition organizers around Washington.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the health of Washington's homebrew competitions.

- Coordinate any WAHA sponsored competitions.

- Coordinate any competitions required by the awards frameworks.

- Receive competition information registrations/submissions from the website and post

competition data on the WAHA website.

- Receive WHOTY qualifying competition registrations from the website and coordinate approval and posting of those events with the Awards Committee.

- Provide guidance to competition organizers to ensure quality competitions in Washington.

- Manage any equipment acquired designed to support competitions.

Education Committee

Basic Description: Responsible for programs and events which provide learning opportunities to Washington Homebrewers. This may include multi-club speeches and mentoring programs.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the health of Washington's homebrewer knowledge.

- Identify potential opportunities for increasing homebrewing knowledge in Washington (including educational speakers, clinics, seminars, etc.).

- Contact potential educational sources and coordinate educational events focusing on events that serve multiple clubs or can be disseminated state-wide.

- Work to secure event locations and methods for disseminating information (web postings, webcasts, fliers, etc.).

- Ensure effective execution WAHA endorsed educational events.

- Coordinate with the Web Development Committee for web based activities.

- Coordinate with the Awards Committee for club credit for assistance with events.

- Coordinate with the BJCP for CEP credit when conducting judging related classes.

- Manage any equipment acquired designed to support educational events.

Events Committee

Basic Description: Responsible for coordinating activities revolving around cross-club events promoting Washington homebrewing.

Responsibilities:

- Make recommendations to the Executive Board on events to promote Washington homebrewing.

- Identify possible cross-club events that might be cost-effective to support.

- Coordinate representation of the WAHA at any events.

- Manage any equipment acquired designed to support events.

Judging Committee

Basic Description: Responsible for coordinating local activities between Washington BJCP judges and BJCP candidates and represent Washington to the National BJCP organization.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the health of Washington's judging pool.

- Foster communications between the WAHA and BJCP.

- Coordinate with Washington judges and judge instructors to ensure that Washington's judge exams needs are being met.

- Coordinate with regional judging pools to support large events.

- Assist BJCP class organizers and instructors with class content.

- Assist in scheduling Washington BJCP exams.

- Assist in finding proctors for Washington BJCP exams.

- Work with the Education Committee to create judging educational opportunities.

Legal Action Committee

Basic Description: Responsible for coordinating any WAHA sponsored efforts to change Washington's laws to promote homebrewing in Washington. They will interact with the American Homebrewers Association as needed to arrange external support and coordination.

Responsibilities:

- Make recommendations to the Executive Board on how to protect homebrewing legal rights in Washington.

- Track Washington legislative action that might affect the legality of homebrewing and fair use of homebrewing products.

- Track any legal actions that might affect the reputation of homebrewing in Washington.

- Coordinate with the American Homebrewers Association to get support for any required legislative efforts.

- Coordinate Washington legislative efforts to support the legality of homebrewing and fair use of homebrewing products.

Membership Committee

Basic Description: Responsible for the conduct of membership drives, for the maintenance of the club representative and membership roster, and for reporting changes in the membership status to the Executive Board.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the health of Washington's active homebrewer pool.

- Receive submissions of club and store registrations from the website.

- Post club and store information as appropriate on the website.

- Inform the Secretary the new clubs and representatives.

- Verify club existence and prosperity for inclusion as a voting member of the WAHA Executive Board.

- Recommend the removal of extinct clubs from WAHA to the Executive Board for a removal vote and report extinct clubs to the American Homebrewers Association.

- Assist webmaster in management of registered users on the WAHA website.

- Support activities aimed at promoting increased membership or participation of

homebrewing in Washington.

Publicity and Publication Committee

Basic Description: Responsible for any WAHA publications as well as for efforts promoting the WAHA and Washington homebrewing. This committee will interact with the Web Development Committee as needed for information distribution.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the awareness of Washington's homebrewing movement.

- Work with the Graphics Focal to generate promotional materials.

- Work with other committee chairs to promote publicity for committee functions.

- Provide material for the WAHA website and other publications as appropriate.

- Collect material from club representatives or other sources for publication.

- Coordinate publication of material with the Web Development Committee.

- Identify opportunities for WAHA merchandise to the Executive Committee.

- Manage merchandise acquisition and sales for the WAHA, coordinating with the Treasurer.

Website Development Committee

Basic Description: Responsible for the development and operation of the WAHA website to include providing supporting web development for the other committee functions.

Responsibilities:

- Make recommendations to the Executive Board on how to improve the web presence of the Washington Homebrewers Association.

- Stand up and maintain the mechanisms for the web presence of WAHA.

- Support committees in posting materials on the web.

- Provide technical assistance when possible to help web teams of other WAHA clubs.