



Craft Brewers Guild Roles

Members – Attend applicable meetings, voice opinions, vote on leadership annually and as allowed in member category, attend & support applicable guild-produced events, sit on a committee if desired, assist in the efforts of the guild with ideas, connections, & resources.

Leadership – Attend all membership & leadership meetings. Follow all leadership rules set by the guild. Vote on applicable initiatives. Consider being the board liaison on applicable committees.

President – Lead guild. Preside at all membership & leadership meetings. Document & check signer. Main employee contact & oversight.

Vice-President – Assist president. Perform the duties of the president in the absence of the president.

Secretary - Watchdog of & helper to employee in charge meetings or take over duties in the absence of an employee. Bylaws & legal oversight.

Treasurer – Watchdog of & helper to employee/committee in charge of financial accounting. Receive duplicate copy of financial statements. Consider & implement leadership approved investments. Check signer. Oversee finances on event days. Should be a person with financial knowledge.

Board Members – Attend all membership & leadership meetings. Main voting group on applicable initiatives.

Committees – committees created & disbanded by the leadership as needed. Chair & Board Liaison can be same person. See common committees list.

Employees –

Guild Executive Director, Operations Manager, Administrator – Office support, track annual calendar, meeting scheduling/reminders/organizing, take meeting minutes, coordinate sub-contractors, basic organizational accounting & bill pay (under \$[TBD]), communications contact, membership registrations & support, leadership support, catch-all person. Reports to guild board/leadership.

Festival & Events Coordinator – Coordinate all aspects of Guild produced events. Reports to guild festival committee & guild Director.

Marketing/Communications Manager – Coordinate all aspects of Guild media outreach, web and online properties, social media. Reports to guild marketing committee & guild Director.

More: www.brewersassociation.org/guild/structure/