

# Rock Hoppers Brew Club

Castle Rock, Colorado



## Officer Election Procedures and Officer Position Descriptions

### Nominations

Nominations for officer positions will take place yearly at the February meeting. Any member in good standing can be nominated for an officer position. A member can nominate another member during the meeting or nominate themselves. Members are not compelled to accept a nomination.

Please note that any nominee for president *must have* served as an RHBC officer for at least one term.

### Elections

Election of club officers will take place in March of each year. Each officer serves a term of one year and can be re-elected (see *Term Limits* below). Officer positions are:

- President
- Event Director
- Communications Director
- Treasurer
- Competition Director
- Education Director

All nominated members for each position will have time during the March meeting to explain to the club why they should be elected to the desired position. Additionally, campaigning is encouraged. However, "negative" or "attack" campaigning is strictly prohibited and will result in the revocation of a member's nomination.

### Voting

Elections will be via secret ballot. All members in good standing may vote in the election. There is no proxy voting or absentee voting; members must be present at the March meeting to cast their ballot. Winners will be announced at the March meeting. In the event of a tie, a "runoff" election between the affected members will ensue.



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### **Transition**

A transition meeting between outgoing and incoming officer cadres should take place prior to the April general meeting.

### **Term Limits**

The president of the club can serve no more than two (2) consecutive terms as president. All other positions may serve up to three (3) consecutive terms in the same position.

### **Officer Commitments**

Each officer must fulfill the following commitments:

- Meet on the Saturday prior to the monthly meeting to coordinate, strategize, and plan for the upcoming meeting.
- Be an AHA member.
- Make every effort to attend the National Homebrewers Conference during their tenure as an officer to further the club's visibility in the national arena.



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## Officer Position Descriptions

### President

The president of the Rock Hoppers Brew Club is the public representative – the “face and voice” of the RHBC. This person is the de facto leader in all club meetings, activities, and events. To be nominated and/or serve as president, a member *must have* served as an officer for at least one year.

The president is:

- The liaison between the American Homebrewers Association and the RHBC
- The leader of all meetings, including general club meetings and officer meetings
- Active in communication with other area clubs
- The public "face" of the club
- Responsible for all group happenings – Big Brew, AHA Rallies, Barrel Brews, etc.

### Event Director

The Rock Hoppers Brew Club Event Director researches, coordinates, and facilitates all club events including, but not limited to:

- All AHA sponsored events (Big Brew, Teach a Friend to Homebrew Day, etc.)
- GABF coordination including volunteering opportunities and meet-up locations
- Tours of local breweries, meaderies, and wineries (works with Treasurer)
- Meet-ups at local establishments
- Procurement of guest speakers at clubs (works with Education Director)
- Facilitation of accommodations and transportation for group events, tours, etc. as needed.
- Work with Webmaster in updating the events calendar on the RHBC website
- Fundraisers
- The Event Director works closely with the Treasurer, Education Director, and the Competition Director.

### Communications Director

The Rock Hoppers Brew Club Communications Director is responsible for all club information dissemination. Including:

- All communications (emails, newsletters, etc.) on behalf of the club.
- Formulation and distribution of the meeting agenda.



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- Materials management for meetings (e.g., agendas, pens, name tags, and other items for distribution).
- Taking of both officer and general meeting minutes. Coordination with Webmaster to post general meeting minutes.

## Treasurer

The treasurer of the Rock Hoppers Brew Club is responsible for all financial aspects of running the RHBC. Including:

- Dues collection
- Yearly budget and forecasting
- Banking and accounting
- Cash inflow and outflow
- Payment of all bills
- Tax issues
- Granting and revocation of website privileges based upon current FY dues payment

In addition, the Treasurer works closely with the Event Director, Education Director, and Competition in assessing and collecting any costs incurred during an event, education session, or competition (e.g., money above and beyond what club dues cover, etc.).

## Competition Director

The Rock Hoppers Brew Club Competition Director is responsible for competition coordination. Ideally, the Competition Director should be either studying to be or is a BJCP judge. If not, the person should work closely with those in the club who are. Responsibilities include:

- Coordination of the club's annual competition
- Coordinate club member entries into local/national competitions
- Coordinate the judging of the AHA Club Only Competition to select the club's representative brew. Is also responsible for sending the entry to appropriate party.
- Be the main resource for BJCP and AHA related competitions.
- Coordinate judging of AHA Club Only Competition entries by members.
- Coordinate monthly tasting and feedback sessions at meetings.

## Education Director

The Rock Hoppers Brew Club Education Director is responsible for beer and brewing education. Ideally, the Education Director should be either studying to be or is a BJCP judge. If not, the person should work closely with those in the club who are. Responsibilities include:

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club.info@rockhoppersbrewclub.com  
www.rockhoppersbrewclub.com



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- Coordination and/or facilitator of educational sessions at meetings
- Be the main resource for general brewing, BJCP, and AHA related education.
- Work closely with the events coordinator in obtaining guest educational speakers.

## Webmaster

The RHBC webmaster is not an elected, officer position. However, their responsibilities for maintenance of the rockhoppersbrewclub.com website and all other website-related items are important club functions. The Webmaster will be appointed by consensus of the officer corps. Responsibilities include:

- Posting to the RHBC website all informational articles and news (meeting minutes, etc.)
- Sending blast emails on behalf of officers and members upon request
- Maintenance of the RHBC website – the website should never be out of date or stagnant
- Periodic updates to the website's content management system platform (Drupal)
- Maintenance of the Biere de Rock Competition website.
- Maintenance of the club's BrewBlogger installation

