

Auckland Guild of Winemakers and Brewers

Committee Reference.

Created 9th April 2014 Hamish Dublon - Vice President.

Scope

This document is intended to outline some suggestions for roles and responsibilities for those involved with the AGWB committee.

Roles listed here are a *guideline* only, and are not mandatory but are based on what has worked successfully for efficient running of the Guild in the past. These should be adhered to where possible.

1. President

- a) To promote the interests of the Guild in accordance with the Constitution.
- c) To represent the Guild at formal functions.
- d) To chair all Guild meetings.
- e) In liaison with the Secretary, prepare and arrange the agenda for Guild meetings.
- f) Be responsible for the organisational functions of the Guild. Elements may be delegated but the responsibility is retained.
- g) To oversee the functions of the Committee Members to ensure that they are coping with their areas of responsibility.
- h) To authorise and / or ratify documents, certificates or other papers of the Guild by appending the President's signature.
- i) In collaboration with the Secretary, prepare publicity material for media release or distribution.
- j) Nominate two members to attend Regional meetings as official representatives of the Guild.
- k) In the event of a Committee member being absent from an Ordinary Meeting or an Annual General or Special Meeting, the President will nominate other persons to fulfill these duties.

2. The Secretary

- a) To be responsible for the recording of proceedings of the Annual, Special or Extraordinary general meetings of the Guild, and distribution of minutes to members.
- b) To be responsible for the recording of minutes at Guild Committee meetings and to circulate these minutes to all Committee members.
- c) To be responsible for all correspondence and official communications of the Guild.
- d) In collaboration with the President to undertake publicity opportunities to:-
 1. Communicate with the media, all matters concerning the Guild which have potential for advancing the interests of the Guild.
 2. Ensure that any material released to the media correctly and fairly represents the facts of the occasion in accordance with the aims set out in the constitution.
- e) To act as Committee liaison officer and actively circulate among Guild members and new members in particular.

- f) Keep the Committee advised of the wishes of members, and any other matters of which the Committee should be advised in order to improve the operation of the Guild.
- g) To meet each visitor or prospective new member at Guild meetings; obtain that person's name, email address, address and telephone number and ensure that for the next two months a copy of the Guild newsletter is sent to them.
- h) To ensure that visitors are introduced to the President and advised of the conditions of membership and joining subscription. Also ensure that the Chairman for that meeting has details of the visitors so that they may be welcomed to the meeting.
- i) Maintain the official membership list and keep it as up to date as possible, in conjunction with any input from the treasurer.
- j) Maintain electronic and / or paper copies of any important Guild documents, e.g. constitution, AGM meeting minutes, rental agreement for hall hire etc. These should be made available at committee meetings for consultation if required.
- k) To oversee the duties of the Newsletter editor and if the need arises, assume the duties of the Newsletter member until relieved.

3. The Treasurer

- a) To be responsible to the Guild for all financial transactions of the Guild as detailed in the Constitution.
- b) To collect member's subscriptions and other prescribed fees, issue receipts, maintain a register of financial members, and to have this register available at all meetings of the Guild.
- c) To present to the Committee for approval to pay, all accounts rendered to the Guild and upon receipt of approval, pay the subject accounts.
- d) To produce at the Annual General Meeting, a statement of income and expenditure and balance sheet along with the previous year's figures. This statement shall be checked and verified by another committee member and approved by that member prior to its presentation at the Annual General Meeting.
- e) To advise the Committee at each of its meetings, the current financial status of the Guild.
- f) Advise the secretary when new members have paid subscription or if a member has resigned or stopped paying the subscription such they can be deleted from the membership list
- g) In the absence of the Secretary at any Guild meeting, assume the duties of the Secretary as detailed above until relieved.

4. Newsletter Editor

- a) To be directly responsible for the creation and circulation of the monthly Guild newsletter.
- b) To ensure Guild members are advised through the newsletter of forthcoming meetings, social events and competitions. A summary of Committee meeting decisions can be included in the newsletter.

5. Social Coordinator

- a) In liaison with the rest of the Committee, arrange for a speaker at each ordinary monthly Guild Meeting to the end of the calendar year.
- b) To be responsible for initiating and managing the Guild's social program within the financial limits agreed to by the Committee.
- c) To organise and run fund raising activities within the Guild if required.
- d) With Committee approval, may co-opt other Guild members to assist with specific Guild Social events.

6. Vice President

- a) To assist the President with his duties and in the absence of the President at any formal function, assume all of the Presidential duties until relieved.
- b) To oversee the duties of the Treasurer and if the need arises, assume the duties of the treasurer until relieved.
- c) To deliberate upon proposals for amendment, and if merited, propose these amendments at a Committee Meeting, and if the need arises, at a subsequent appropriate meeting, on matters concerning:
 - 1. The Constitution
 - 2. The Committee's Directives
 - 3. The Competition Rules
- d) To ensure that the constitution is kept up to date with any amendments agreed upon at an Annual General Meeting.

7. Catering Officer

- a) To be responsible for managing a roster of members to provide supper at guild meeting nights and may coordinate catering at other Guild social events.
- b) Expenditure limits for catering at guild meeting nights and at other social events will be set by the Committee.

8. Webmaster

- a) To update the content on the guilds website.
- b) To ensure that any ongoing domain name or website hosting costs are brought to the attention of the committee for payment in a timely manner.
- c) To ensure that any maintenance or web server issues are dealt with as quickly as practically possible such that the Guilds keeps running smoothly.

9. Competitions and Judging

- a) Arrange and maintain a continuous training and refresher program for Guild Judges and Stewards to "Club level".
- b) Arrange and maintain a panel of judges and keep a register of these judges, recording details of their experience and ability.
- c) To put forward to the Senior Judges Guild, the names of Guild Judges for training and promotion to more senior judging levels.
- d) Arranging for suitable judges and stewards at all Guild competitions. Accredited amateur or commercial judges from outside the Guild may also be invited for this purpose.
- e) To keep under revision and when necessary propose amendments to the Guild's Competition Rules.
- f) To arrange the Competition Program for the year up to and including the Annual Competitions. This includes nomination of the "Wine of the Year and "Beer of the Year" for the following year.

With Committee approval, two other members of the Guild may be co-opted to assist with specific competition events.

1. To represent the Guild when invited to do so, at any meeting of Senior Judges Guild with authority to vote if necessary, always provided that the proceedings do not conflict with the Guild Constitution. Following any attendance to these meetings a report to the committee is to be provided.
2. Continuously review the conditions under which the trophies and award certificates are issued and in make proposals to the Committee for amendments or recommendations for other awards.
3. Be responsible for the Guild glassware and ensure that adequate glassware is available for Guild competitions.

It should be noted that the committee member that holds this judging position shall be responsible to the Guild Executive but shall otherwise be autonomous for the regulation of the Guild panel of Judges and Stewards.

10. Librarian

- a) To be responsible to the Guild Property Member for the custody of the Guild's library books.
- b) To have these library books available at each Ordinary Meeting.
- c) To maintain a register of these books and issues on loan to Guild members and to ensure that the books are returned after one month. Books may be reissued to the same person but the loan period is one month at a time.
- d) To advise the Committee when library books need replacement.
- e) To purchase new books whenever the Committee releases funds for that purpose.
- f) To make recommendations to the Committee as needed to improve the library facility.

11. Property, Awards and Chief Steward

- a) To be responsible for Stewarding at Guild competitions.
- b) To be responsible for the property of the Guild. To maintain a register of such property, including location, and ensure the incoming Committee Member elected at each Annual General Meeting receives and understands the details contained in this register.
- c) To be responsible for the preparation of Guild Competition Award certificates and trophies and shall:
 - 1. Maintain a record of Guild trophies and their location in the Property Register.
 - 2. Maintain the trophies in good order, initiating minor repairs if needed.
 - 3. Advise the Committee when a trophy requires major repairs or replacement.
 - 4. When so directed by the Committee, insure valuable trophies at the Guild's expense.
 - 5. Ensure the return of each trophy in time for the presentation to the subsequent winner.
 - 6. At the time of receiving a returned trophy, issue to the former winner of that trophy, a Guild Certificate which details the circumstances for which the trophy was awarded.
 - 7. Purchase and have fitted to each trophy, inscribed miniature shields or engraving as appropriate, naming the award winner.
 - 8. Keep a record of all Guild Competition results and points awarded.
 - 9. Construct and maintain an accurate table of award winners and points gained throughout the year.
 - 10. Prepare award certificates for winning competitors in Guild competitions for the signature and presentation by the President.

This reference document ratified at the AGM April, 2014

President _____

Vice President _____

Treasurer _____