



District President Job Responsibilities

September 2022

Each District of the Master Brewers Association of the Americas (“MBAA”) is required to have a minimum of three officers—a Board of Governors Representative, President, and Treasurer as set forth in the District’s Bylaws. This document outlines the primary responsibilities of the District President, in addition to those described in the Bylaws.

The President is to be the primary contact and leader for issues related to National, District, Governance and Executive committees and works closely with the Board of Governors Representative to ensure the District is functioning in accordance with the MBAA Bylaws.

Qualifications

As outlined in the MBAA Bylaws, the District President:

- Must be a current member of MBAA. Student members are not eligible for this position.
- As a representative of MBAA, the District President must lead by example and abide by the Master Brewers Code of Professional Conduct. Infractions will be investigated according to the investigation process described in the Code of Professional Conduct.
- Must annually sign the whistleblowers and conflict of interest policies.

The District President should have a strong working knowledge of the overall MBAA and of their local District. They should also be knowledgeable of Roberts Rules of Order and how it impacts the District’s Executive Committee, District Officers, and member meetings.

While the District President may choose to hold committee chairs and additional positions at their discretion, the President shall maintain one vote to abide with the one person, one vote rule set forth by the MBAA.

Upon nomination by their local District, the District President serves up to a two-year term with a maximum of two consecutive terms. Serving multiple terms is not automatic and must be voted on by the District voting membership for each term.

Responsibilities

The District President shall have the following responsibilities:

- Attend all District meetings. Attendance is critical to the functions of the District as District President will preside over the meeting.

- Schedule meeting dates and locations for any in person meetings and dates for virtual meetings. In each scenario, President is to strive for the best way to include maximum amount of membership as necessary for any voting purposes.
- Present Master Brewers agenda items to the membership for informational purposes, feedback, or formalized votes if necessary. Items should also be posted in your District's online community.
- Ensure the District is functioning properly in accordance with national bylaws and knowledgeable on current messaging from the MBAA.
- Appoint committee chairs as prescribed in the district bylaws.
- Coordinate with Staff and the Board of Governors Representative to hold a District Topic Gathering Process within one annual meeting.
- Confirm Board of Governors Representative is attending necessary national meetings on behalf of the District or assist with finding a representative to attend.
- Per the Master Brewers Bylaws, utilize Roberts Rule of Order, Revised, for conducting the district's Executive Committee and District meetings when relevant.
- Oversee and complete the annual District survey.

The President is the most visible officer of the District in their local community and represents the District directly or indirectly in all affairs of the organization outside the Master Brewers Association. To this end, the President shall be responsible for the following:

- Coordinate events for educational purposes as well as to grow and retain membership. Partner with Treasurer to determine budget for said events.
- Along with the Treasurer, authorize payment of expenditures.
- Implement priorities specific to their District (as determined in the topic gathering process) into scheduled events.
- As recommended by other District Officers, the President may be asked to interact with external industry groups (i.e. Beer Institute, Brewers Association) to build relationships to benefit the District.

The District President shall work with other District Officers to establish succession planning as follows:

- Identify potential candidates for vacant, or soon-to-be vacant, positions.
- Assist with a smooth transition to new officers through training as needed and communication of district documents and where these items are stored.
- As requested by Master Brewers, provide written or verbal updates on any pertinent local district news or significant changes.
- Facilitate, or delegate, outreach to lapsed members when necessary.

With respect to potential dissolution of the District, the President shall be responsible for the following:

- In the event the District has voluntarily elected to be disbanded or is being disbanded by the MBAA, the District President shall relay status of this to the District's members.
- Work to prevent dissolution by being knowledgeable on requirements of a healthy District and strive to meet these standards throughout their term.

If the District does not have a Secretary in place, District President is responsible for fulfilling or delegating secretarial duties to be sure they are accomplished. See additional document for District Secretary duties.

This description of the District President's Job Responsibilities may be revised from time to time by the District Officers or MBAA. To the extent there is any inconsistency as between the MBAA Bylaws or the District Bylaws and this document, the MBAA Bylaws or District Bylaws shall control.