



District Secretary 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 Secretary, in addition to those described in the Bylaws.

Master Brewers Districts each operate as their own legal entity. Each District holds, at a minimum, three District meetings in a year. Minutes of these meetings are to be cataloged and saved for District Officers and members to be able to review motions and other decisions made by Districts. The District Secretary shall be responsible for recording and maintaining meeting minutes as well as additional ongoing District documents, as described below.

Qualifications

As outlined in the MBAA Bylaws, the District Secretary:

- Must be a current member of MBAA. Student members are not eligible for this position.
- As a representative of MBAA, the District Secretary 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.

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

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

Responsibilities

The District Secretary shall have the following responsibilities:

- Attend all District meetings. Attendance is critical to the functions of the District, as District Secretary is responsible for recording meeting minutes. These minutes may need to be referenced at a later date.
- Record meeting minutes, including whether a quorum is present, record attendance, provide a high-level summary of the discussions that take place during the meeting document motions passed or denied, and confirm prior meeting’s minutes after review by the District Officers.

- Record any written actions, including email actions, taken in between meetings.
- Save and catalogue meeting minutes and actions for future review as necessary. These should be saved in an accessible shared folder for the District, so when officer positions are changed, new officers are able to access prior documents. One solution for storage may be to send to Staff.
- Assist President with logistics of in-person meetings as well as technical assistance, as necessary, with virtual meetings.
- Retain copies of all documents and records of the District, except those connected with the office of the Treasurer.
- Give or cause to be given any required notices of meetings of the District Officers and members.
- Send to all District Officers and members after each meeting copies of all actions and minutes from such meetings.

The District Secretary shall partner with Staff to complete ongoing annual responsibilities, as follows:

- Updating Staff on District Officer and committee chair changes
- May coordinate with staff to update and maintain information on Master Brewers Community pages specific to their District
- Partner with Treasurer and Staff to ensure insurance documents are saved in an accessible shared folder
- As custodian of the official District files, they may also be the chapter historian

In the event the District ceases operations and dissolves, District Secretary shall assist in relaying status of the dissolution process to membership.

This description of the District Secretary'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.