



## District Vice President Job Responsibilities

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 Vice President.

The Vice President is to be the primary contact and executive sponsor for District Standing Committees: Technical, Membership and Scholarship, and provide reports of these committees at District Board meetings. The District Vice President shall also serve as a back up to the District President and serve in his or her absence in all of his or her responsibilities.

### Qualifications

As outlined in the MBAA Bylaws, the District Vice President:

- Must be a current member of MBAA. Student members are not eligible for this position.
- As a representative of MBAA, the District Vice 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 Board of Governor Representative should have a strong working knowledge of the overall MBAA and their local District.

While the District Vice President may choose to hold committee chairs and additional positions at their discretion, the Vice President 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 Vice President serves a one-year term with a maximum of four consecutive terms. Serving multiple terms is not automatic and must be voted on by the district membership for each term.

### Responsibilities

- Attend most District meetings. Attendance is critical to the functions of the District as District President will preside over the meeting.
- Assure District committees have a designated line of succession and meet on a frequent basis (as determined by the Board).
- Provide documentation of committee meetings and discussion to District Secretary.
- Act in the best interests of the members of the District and the Association.