

# Executive Board

---

## President

Conduct meetings.

Public face of the club, making announcements, promotions, emcees or appoint others to these tasks as necessary.

Make appointments for the various volunteers and tasks.

## Vice President

Perform the duties of the President in his or her absence.

Coordinate monthly club meetings and schedules. The President may appoint this task to a volunteer as necessary.

## Secretary

Responsible for meeting notes and ensure that information is coordinated with the various online content publishers.

## Treasurer

Manage bank account, currently at Banner Bank

Manage PayPal account

Manage all accounting and financial data for all club activities

Club roster and membership: The President may appoint this task to a volunteer as necessary.

Correspondence: The President may appoint this task to a volunteer as necessary.

## Sergeant at Arms

Maintain order during meetings

Greet and introduce new members and visitors to the club membership.

## Event Coordinator

Manage the various event volunteers and report to the Executive Board and club members as necessary.

Evaluate, analyze and report new event possibilities and requests.

## Social Media

Facebook, Twitter, Instagram, Snapchat, YouTube, etc.

## Cellar Master(s)

### Festival & Event Equipment

Popups, jockey box, CO<sub>2</sub>, glass washer, etc.

## Online Services

### Online Services

Domain Name Service, web/email hosting, Store

Co-manage PayPal for SimpleTix store integration

Competitions (Reggie)

Other online services and tasks as necessary.

### Content Publishing

Web site publishing

Photography: Manage various photo sources to create web galleries.

# Volunteers

---

## Event Volunteers

Pub Crawl: bus acquisition, venue organization, scheduling and coordination with content publishers.

Picnics: venue acquisition, shopping, scheduling and coordination with content publishers.

St. Pats:

Venue acquisition, scheduling and coordination with content publishers.

Meat acquisition

Meat cooking, preparation and panning

Condiment preparation

Non Meat supply and ingredient shopping

Decorations, raffle, best beer competition, setup, cleanup, kitchen staff.

Competitions: Online, supplies, forms, guidelines, food and coordination with competition organizer and content publishers.

## Supply and Equipment Management

Club supplies: utensils, plates, napkins, cups, condiments, etc.

Club Equipment: chafing dishes, serving utensils, tables, chairs, etc.