

Liquid Poets Board Member Duties

President- the president shall preside over all club meetings, events, prepare meeting agendas, and conduct a Board Meeting once per quarter. The president shall establish committees for special projects or events. The president shall delegate club business or tasks to appropriate officers or club members.

Vice President - The vice president shall handle all of the duties and responsibilities of the president in his or her absence. The vice president shall be granted all the powers of the president when in this role. The vice president is responsible for maintaining a record/possession of club property including, but not limited to: club-owned brewing equipment, club-owned brewing ingredients, draft equipment, wood casks and any other club-owned item(s).

Treasurer-Secretary – The Treasurer-Secretary shall prepare an annual budget, collect dues and revenues, pay monthly expenses, reconcile bank accounts, prepare a quarterly financial summary compared to budget to be presented quarterly to the board, record and maintain a file of all necessary club correspondence including the insurance policy and annual trade name renewals, as well as record and hold a current membership list and name tags. It is the responsibility of the Treasurer-Secretary to assure that all members or guests attending meetings (or events) have filled out and signed a liability waiver. The treasurer is a signer on the bank account however to maintain strong controls over the disbursement process a signer should never sign a check written to themselves.

Events Coordinator – The Events Coordinator is responsible for the coordination the location of each monthly meeting, the annual summer barbeque, camping trip, and the annual holiday party. The Events Coordinator will be responsible for recruiting volunteers, selecting venues, and all other details necessary for a successful event. Other events, including but not limited to fund-raising activities and educational trips as agreed upon by the club officers may also be the responsibility of the Events Coordinator or may be delegated to another board member.

Competition Coordinator – The Competition Coordinator is responsible for organizing and running the annual Liquid Poetry Slam homebrew competition. This includes forming a competition committee to assist with planning the location, entry pickups, sorting of entries, judges, inventory and resupply of competition related inventory (judge kits, paperwork, etc.), prizes, and all other items related to the competition.

At-Large Board Members (4) – The At-Large Board Members will be responsible for representing the interests of the entire LP membership in making decisions about club activities and events. In addition, three at-large board members may be asked to assume special duties. These duties may also be conducted by a general club member when approved by the Board:

- **Web Master** –will be responsible for the design and maintenance of liquidpoets.com and the Liquid Poets Facebook page. This person may be specially appointed by the board of directors for their skill in web design and maintenance rather than elected by the membership.
- **Public Liaison** – will be responsible for coordination of special events that are not specifically assigned to the Special Events Coordinator, such as the coordination of the

Larimer County Fair Homebrew Competition and Fort Collins Oktoberfest, as well as other events as delegated by the Special Events Coordinator.

- ***Colorado Homebrewers Guild Representative*** – will represent the interests of the Liquid Poets at all Guild meetings, as well as be the LP point of contact for all Guild members.