

World of Beer Festival Management Committee

EXCERPT FROM the BEER BARONS OF MILWAUKEE CONSTITUTION authorizing committees and outlining their authority.

ARTICLE V COMMITTEES

Section 1 AUTHORIZATION AND POWERS The Board of Directors shall authorize and define the powers and duties of all committees other than the nominating committee.

Section 2 APPOINTMENT The President shall appoint all committees subject to confirmation by the Board of Directors.

Section 3 AUTHORIZATION TO INCUR OR SATISFY DEBTS No committee of this body, or any officer or member thereof shall contract any debts in its behalf, which shall in any manner render the association liable for the payment of same, unless the same shall have been approved by the Board of Directors, provided however, that a previously authorized committee may direct the Treasurer to make such expenditures as may be necessary to meet current expenses.

The World of Beer (WoB) Management Committee (the Committee) will be composed of the people who direct each major subcommittee organizing the festival.

COMMITTEE

The Committee will initially be composed of the following positions:

1. Vendor Relations Manager
2. Promotions Manager
3. Festival Treasurer
4. Facilities/Volunteer Manager
5. Special Events Manager
6. Homebrew Competition Manager (non-voting/alternate vote)

TERMS OF SERVICE

Members of the Committee are volunteers and will serve at the discretion of the Board of the Beer Barons of Milwaukee and may be removed or replaced at any time by vote of the majority of the Board.

All members of the Committee will be approved by the Board. This does not include the rank and file festival staff who will be volunteer club members.

The Committee will always have an odd number of people voting to prevent deadlocked votes. The Homebrew Competition Manager will act as an alternate vote in the event of an even number of voting managers attending a meeting.

No member of the Committee may commit the funds or benefits of the festival without approval of the majority of the Committee as determined by vote. All expenditures must also be approved by the Board of Directors. Expenditures may be approved in general in advance of incurring them.

All major decisions must be approved by the majority of the Committee regardless of whether funds or benefits are committed by the decision.

The committee members shall select one of their members to act as the Committee Chairperson and preside over Committee meetings.

DUTIES OF COMMITTEE MEMBERS

Committee members shall fulfill the following duties:

VENDOR MANAGER The Vendor Manager will be responsible for recruiting vendors for the event and following up after the event. Vendors may include beer, wine, or other beverages suitable for the festival, food, and other items as agreed upon by the committee. The Vendor Relations Manager shall maintain the list of vendors and the products being provided for the festival up to date at all times.

PROMOTIONS MANAGER The Promotions Manager will be responsible for development and distribution of all promotional materials for the festival including posters, handbills, web site content, promotional tickets, festival glassware, and festival programs. This position is also responsible for soliciting advertising for festival materials such as posters, programs, and glassware in support of funding the festival and submitting fees collected to the festival Treasurer. The promotions manager will be responsible for production of and sales of club merchandise.

FESTIVAL TREASURER The Festival Treasurer will be responsible for maintaining the festival books, managing ticket sales, and preparing invoices for advertisers.

FACILITIES/VOLUNTEER MANAGER The Facilities/Volunteer Manager will be responsible for booking the facilities and all contractors/vendors/supplies required, recruiting and coordinating all volunteers for the day of the festival and procuring any materials needed for the day of the festival (i.e. wrist bands, table runners, pretzels, ice, raffle items, sale items, etc.).

SPECIAL EVENTS MANAGER The Special Events Manager will coordinate speakers, raffles, and other special events within the festival.

HOMEBREW COMPETITION MANAGER The Homebrew Competition Manager will be the clubs homebrew competition manager and will be fully responsible for all aspects of the competition. With this position will normally be a nonvoting position, but in the event that one of the other committee members is unavailable for a vote and there's a deadlock. This member will cast the deciding vote.

COMMITTEE MEETINGS

The members of the committee will have regular meetings throughout the year as necessary for planning purposes. At a minimum, the committee should meet at 9 months and 6 months before the festival, then once per month for the four months prior to the festival. These meetings may be incorporated into Officer and regular club meetings.

Each manager will supervise a group of people, the number vary depending on needs, to complete all of their duties. Each manager will meet with the members of their group as they feel necessary.

Each manager will provide a status report to the committee at each meeting of the committee. These reports should be in a written format to be handed out to the members of the committee.

All major decisions will be made by a vote of the majority of the committee members. No manager has the authority to implement any major decision without the consent of the committee members.