

Parker Hop-Aholics Brew Club

COMMITTEE FUNCTIONS AND RESPONSIBILITIES

Meeting Coordination Committee

The Meeting Coordination Committee researches, coordinates, and facilitates all club events including, but not limited to:

1. All AHA sponsored events (Big Brew, Teach a Friend to Homebrew Day, etc.).
2. Tours of local breweries, meaderies, and wineries (works with Treasurer)
3. Meet-ups at local establishments.
4. Procurement of guest speakers at clubs (works with Competition Committee)
5. Facilitation of accommodations and transportation for group events, tours, etc. (as needed).
6. Work with Communication Chairman in updating the events calendar on the Club website.
7. Work closely with both the Treasurer and Competition Committee to resolve any financial and/or educational needs for an event.

Communications Committee

The Communications Committee is responsible for all club information dissemination, including:

1. All member communications (emails) on behalf of Club.
2. Formulation and distribution of the meeting agenda and any related meeting materials.
3. Maintenance of all official Club documents.
4. Taking of both officer and general meeting minutes.
5. Maintaining (via the Webmaster) the Club website and Facebook page, including the posting of articles, resources and other information.

Competition Committee

The Competition Committee is responsible for competition coordination. Ideally, the Competition Committee should have members be either a BJCP judge, or be in the process of studying to become one. If not, the person should work closely with those in CLUB who are.

Responsibilities include:

1. Coordination of the club's annual competitions.
2. Creation and maintenance a checklist for running the club's annual competition, including dates by which actions need to be taken. This checklist should be passed from year to year to aid new officers.
3. Coordinate club member entries into local/national competitions.
4. Be the main resource for BJCP and AHA related competitions.

Brew Day Committee

Responsible for scheduling Brew Days, securing appropriate locations and coordinating materials and brewing equipment.