

## **SOCIETY OF BEER ADVOCATES COMMITTEE MEMBER JOB DESCRIPTION**

### **PURPOSE**

The purpose of this job description (JD) is to clarify the objectives and background to the role of Committee member for the Society of Beer Advocates (SOBA). It sets out the competencies and responsibilities of a Committee member.

### **OBJECTIVES**

The objectives of the Committee member are:

- support the President and other Committee members
- work to deliver the SOBA vision and mission
- deliver the actions and activities in the SOBA annual plan
- work to grow and develop of SOBA as a credible and successful organisation.

### **APPLICABILITY**

This JD applies to the Committee members of SOBA, as voted by the SOBA membership.

### **BACKGROUND**

Committee members are responsible for supporting the President, Secretary and other Committee members in ensuring the vision and mission of SOBA are progressed. Committee members must be active in their roles and prepared to make a contribution. They must also be people who able to effectively represent SOBA.

### **COMPETENCIES OF THE COMMITTEE MEMBER**

**Action and results oriented:** Enjoys working hard and does so with a positive attitude and a focus on getting things done. Does not shirk from challenging tasks and seizes opportunities. Can be counted on to establish and deliver their obligations and actions and is able to measure their success. Pushes self and others to work for the success of SOBA.

**Planned and organised:** Understands how to plan self and others to deliver against the SOBA Annual Plan in an effective, efficient and organised way. Can put in place a plan with key tasks and milestones to deliver the tasks they are responsible for in agreed timeframes.

**Timely:** Can organise work to be delivered in a timely fashion, ensuring that deadlines are met. Does not fail to deliver nor make excuses when deadlines are not met. Can take action to address issues of timeliness.

**Creativity and humour:** Can come up with creative and fun ways to deliver tasks and can recognise what ideas will support SOBA's success. Can make connections between tasks and add value to brainstorming and approaches to delivery. Can engage with humour when delivering tasks.

### **RESPONSIBILITIES OF THE COMMITTEE MEMBER**

Committee members must work with the President and Secretary and support the delivery of the vision, mission and future success of SOBA. They must participate in regular strategic planning sessions and develop and deliver against a credible and achievable annual plan for SOBA. To do this they may take responsibility for specific areas of the plan.

SOBA Committee members must attend Committee meetings unless there is good reason

otherwise. They must participate in meetings in an effective way, being active participants. This means Committee members are expected to put their hand up to accept and deliver against actions arising from Committee meetings; these may be actions in addition to those in the annual place. Committee members must work to ensure that any and all action items they are responsible for are completed within the timeframe agreed.

Committee members must stand as one behind the decisions made in strategic planning sessions and Committee meetings. They must not openly show dissent about any decision made by the Committee as a whole.

It is important that Committee members are visible to SOBA members, particularly in their region. They must be able to speak to the membership about the vision and mission of the organisation and the activities being undertaken to achieve them. They must also be able to engage credibly with the membership on key industry issues. They should know when to defer strategic communication to the President and Press Secretary.

Committee members are expected to behave in a way that enhances the reputation of SOBA and not bring the organisation into disrepute. They should notify the Committee and the membership of any conflicts of interests and how they will be managed.

#### **APPROVAL DETAILS AND VERSION CONTROL**

Version	Date	Approved by
1.0		