

Officer Tasks

- President
 - Start of Term
 - Determine goals for the upcoming year
 - Monthly
 - Write an article for the newsletter
 - Select and reserve meeting space for the Officer and Club meetings
 - Set the agenda for the officer meetings
 - Preside over the Officer meetings
 - Preside over the Club meetings
 - Annually
 - Preside over the annual meeting (Christmas party)
 - Report on the work of the Club
 - Ensure that certifications are maintained

- 1st Vice President (Competitions)
 - Start of Term
 - Set the schedule for the Club Only Competition
 - Monthly
 - Write an article for the newsletter
 - Coordinate packing parties and notify members of upcoming competitions (as needed)
 - Fill in for the President if he/she is unable to attend a meeting (as needed)
 - Quarterly
 - Coordinate Club Only Competitions

- Annually
 - Present the Brewer Royale Award at the Christmas party

- 2nd Vice President (Social)
 - Start of Term
 - Schedule Brewdays
 - Schedule Club parties
 - Spring
 - Summer
 - Oktoberfest
 - Christmas
 - Monthly
 - Write an article for the newsletter
 - Ensure needed party supplies are delivered to Brewdays
 - Quarterly
 - Ensure needed party supplies are delivered to Club parties

- Secretary
 - Daily As Needed
 - Send communications to the Club members
 - Monthly
 - Compile and distribute the newsletter to members no later than the 1st Tuesday of each month
 - Take and report minutes of each officer's meeting

- Treasurer

- Daily/Weekly
 - Respond to member questions regarding Club finances immediately if possible but no longer than within 7 days
 - Deposit monies into the Club account at least every 14 days
 - Pay Club obligations within 7 days of receipt of proper documentation
 - Manage the Club membership by:
 - Picking up completed membership forms from the homebrew stores
 - Ensuring homebrew stores are stocked with membership cards and applications
 - Ensuring membership cards and applications are available at all Club events
 - Update the membership database with new members, dropped members and email corrections
- Monthly
 - Reconcile the Club checking account
 - Provide in the monthly newsletter, a status of the Club finances to include:
 - Beginning checking balance
 - Ending checking balance
 - Update of membership count
 - Post financial reports to the club web site
 - Obtain raffle items for the Club meetings not to exceed a limit set by the Board
- Annually
 - Complete and submit IRS form 990 no later than April 30

- End of Term
 - Transfer checking account signatory responsibilities to the new President and Treasurer

- Past President
 - Monthly
 - Attend Officer meetings and vote when a tie needs to be broken
 - As Needed
 - Serve as an advisor to the Board
 - End of Term
 - Preside over the first Officer meeting of the year until a new President is selected

- IT Director (Appointed)
 - As needed
 - Maintain the Club web site by posting notices and documents
 - Maintain other Club information services (Facebook, Twitter, etc.)
 - Annually
 - Ensure the Club domains (www.nthba.org and www.limbocomp.org) are maintained

- Minister of Education (Appointed)
 - Monthly

- Coordinate education opportunities for the Club