LVHB Officer Responsibilities

2027 Update

Position Overview

President

Generally responsible for the direction, communication, and leadership of the club; and the management and support of the other club officers

VP (Events Coordinator)

Responsible for the communication and planning/delegation of planning for club events, including CRAFTED!

Secretary (Competitions Coordinator)

Responsible for the management of Malt Madness and other inter/intra-club competitions (i.e. Keystone Barrel Brew, club competitions)

Treasurer

Responsible for the financial tracking and reimbursement for the club, identifying and managing sponsors and club donations, and managing external charitable efforts of the club

Responsibilities: President

Filling in and supporting other club officers in their duties proactively and where applicable — the President is responsible for all aspects of the club regardless of if the task is directly managed by the president

- **Managing club commitments including events, club operating tasks, and charitable outreach**
  - Managing club insurance, necessary updates to club website, direction and execution of club merch, and running/coordinating BJCP judging classes/exams
  - Managing all inbound and outbound communications for the club outside of specific officer duties
  - Leading identification and activation for the club with regard to recruitment/new member acquisition
  - Leading identification and execution of Pro-Ams and H4H serving opportunities for CRAFTED!
- **Scheduling and managing club meetings**
  - Identification of monthly meeting venue, Manage monthly meeting agenda, Scheduling of monthly meeting venue, Writing and sending newsletter monthly, Leading quarterly officer and yearly board meetings
- **Upholding the values and mission of the club**
- **Addressing any feedback or concerns of club members, as well as disciplinary measures, if required**

Responsibilities: Vice President (Events Coordinator)

Managing all aspects of non-competition, non-meeting club events including (with the support of the Events Volunteer Committee)

- Volunteer coordination and identification, including updating the events page of the club website
- Managing sign-up sheets and signage for serving events
- Communication with event hosts (i.e. ArtsQuest, LV Brewers Guild/LV Beer Week, Spinnerstown, Keystone Home Brew Supply)
- Identifying a point person for the event where the Events Coordinator is unable or too busy to attend
- Procuring cups, ice, tablecloths, tables, tents, and/or other required supplies for the event where they are not provided
- Management of recipe acquisition, alignment, and planning of both Yergey Big Brew and Teach a Friend to Home Brew Day

Managing the planning and execution of CRAFTED! with support of the President

- Communication with Spinnerstown/event host
- Communication with other home brew clubs and Keystone HBS
- Manage volunteer coordination for setup and day-of volunteers
- Co-management of prize distribution with Competitions Coordinator at CRAFTED!

Anticipated Yearly Events

- Pocono Beer Fest, Spring Beerfest @ Steelstacks, Fegley's Craft Beer Fest, CRAFTED! (co-managed with President), Yergey Big Brew, First Friday @ NMIH (TBD), Covered Bridge Fest (even dated years only), Jess Fin Fest (usually managed by Joe Kalinosky), LV Pride, Brew at the Zoo, Engineers without Borders (usually managed by Joe Kalinosky), Oktoberfest Event (TBD), Teach a Friend to Home Brew Day
  - Clam Jam and Indian Valley Beer Fest are not club-sanctioned events and attendees are responsible for their own materials and planning
  - Keystone Barrel Brew (Brew Day) is managed by the Competitions Coordinator

Responsibilities: Secretary (Competitions Coordinator)

Managing all aspects of competition-based club activities, including Malt Madness

- Ideation and execution of one-off intra-club competitions
- Management of recipe/ingredient acquisition, alignment, and brew day event execution for Keystone Barrel Brew
- Management of pro-am identification for Allentown Fair (if applicable)

MALT MADNESS: Managing all aspects of Malt Madness coordination with support of the President (and MM Volunteer Committee)

- Management of the Malt Madness competition registration and website management
- Solicit competition entries through social media, home brew club outreach (Keystone Hops, ATF, Aleiens, etc)
- Identification, scheduling, and management of judging locations and sessions, including solicitation of judges
- Management of competition entries and entry drop-off locations
- Planning and management of Bottle Sort and post-Bottle-Sort storage (including entry labeling, 6-pack holder acquisition, and beer case acquisition)
- Alignment of final style groupings based off of number of entries by BJCP category
- Ownership of B-bottle collection for best of show
- Management of final BOS judging session prior to CRAFTED!
- Co-management of prize and sponsor acquisition with Treasurer and distribution with Events Coordinator at CRAFTED! (including winners tap handle prizes)
- Closing out competition including inputting judging points and final competition results

Responsibilities: Treasurer

Managing all aspects of club finances

- Tracking of incoming and outgoing funds (digital)
- Reimbursement of club members for expenses
- Management of club PayPal, bank account, and all incoming/outgoing funds
- Management and tracking of yearly member dues, including managing active member list with Keystone Home Brew Supply
- Providing bi-yearly financial updates to the Officers and Board
- Management of merch sales at meetings and events

Managing all charitable giving/receiving

- Managing outgoing donations to other charitable organizations through sponsorship or other donation forms
- Co-management of prize and sponsor acquisition for Malt Madness with the Competitions Coordinator
- Identification of charities and charitable giving opportunities in-line with the club values and mission