



American Wine Society Job Description and Duties President

The American Wine Society (AWS) is incorporated as a 501(c)(3) non-profit organization whose mission is "Promoting Appreciation of Wine through Education."

The Board of Directors will direct and support the work of the AWS with foresight, oversight, and insight and provide mission-based leadership and strategic governance. While day-to-day operations are led by the AWS Executive Director, the Board-Executive Director relationship is a partnership. As such, appropriate involvement of, direction from, and governance by the Board is essential and expected.

Expectations for Each Board Member

- Thoroughly understand the AWS mission, policies, programs, and needs.
- Ensure that AWS activities and transactions are, first and foremost, advancing its mission.
- Serve as a trusted advisor to, and colleague of, the Executive Director. Be open and honest in communication and opinions.
- Make decisions in the best interest of the AWS, rather than the best interest of any individual.
- Ensure that the AWS complies fully with applicable laws and regulations, and follows its own bylaws, policies and resolutions.
- Maintain confidentiality about all internal matters of the organization.
- Faithfully read and understand all documents discussed by the Board, including AWS financial statements. Make inquiries in a collegial and professional manner to ensure all documents and financial matters are discussed openly and understood.
- Ensure systems, controls and processes are in place to provide prudent use of all assets, including facilities and people.
- Approve the AWS annual budget, conference budget and financial review reports.
- Actively contribute feedback to an annual performance evaluation of the Executive Director.
- Fully prepare for and participate in monthly teleconference meetings and twice-annual, in-person meetings, including one at the National Conference.
- Serve on committees or task forces and take on special assignments, when necessary.

- Be an advocate or brand ambassador for the AWS in non-board and non-AWS settings and conduct oneself in a manner becoming of an AWS leader.
- Leverage connections, networks, and resources to help the AWS fully achieve its mission.
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings. Recuse oneself from voting if a potential conflict of interest exists on a specific matter under consideration.

Qualities and Qualifications for Board Membership

Board membership is an extraordinary opportunity for an individual who is passionate about the AWS mission, and who wants to serve the national membership and enhance their collective experience with the society.

Ideal Board candidates will have the following qualifications:

- Exhibit a general level of experience, knowledge and participation in activities of the AWS at chapter and regional levels.
- Possess strong communication skills and be able to demonstrate them orally and in writing.
- Be able to act diplomatically and call upon a natural affinity for cultivating relationships.
- Possess the ability to persuade, convene, facilitate, and build consensus among diverse individuals.
- Be known and considered to possess integrity, credibility, and a passion for improving AWS members' experiences through their affiliation with the society.

Candidates for President should have:

- Experience in the operation and management of small to mid-sized organizations.
- Familiarity with finance, personnel, logistics, and administration.
- An understanding of leadership with the ability to effectively manage individuals and groups.
- A flexible schedule to allow for, as needed, the resolution of unforeseen Society matters.
- Strong public speaking ability.
- Membership in the AWS for at least three (3) years.

Duties and Responsibilities

- Serve as Chief Executive Officer of the AWS

- Provide supervision, direction and control of the business, activities and officers of the AWS, subject to the control of the Board of Directors.
- Preside over the official meetings of the Board of Directors, Executive Advisory Board, and the Annual Business Meeting at the National Conference.
- Create and make appointments to committees, as needed.
- Serve as an Ex Facto member to committees, as requested.
- Ensure the administration and coordination of the affairs of the Society, in the best interests of the overall membership, and in accordance with AWS by-laws.
- Lead the organization’s planning processes.
- Ensure legal compliance (including all required filings) and sound risk-management practices.
- Partner with the Executive Director to help ensure the Board’s directives, policies, and resolutions are carried out.
- Work with the Treasurer and Executive Director to develop, implement, monitor, and assess sound and compliant financial management practices.
- Ensure that AWS volunteers, in their respective committees and functions, receive the support and assistance needed to perform their goals.

The President serves on the Board of Directors for two (2) years and is ineligible for election as Vice President or Director for three years.

Service on the AWS Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs related to Board Members’ duties.

Updated: March 2024

Reviewed and Agreed

Approved and Implemented

President

Governance Chair