



American Wine Society Job Description and Duties Vice 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. 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 himself or herself 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 Vice President should have:

- Experience in the operation and management of small to mid-size 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.

- Residency in a state other than that of the incoming President

Duties and Responsibilities

- In the absence or disability of the President, perform the duties and exercise the power of the President.
- Prepare yourself to assume the office of President.
- Understand and adhere to the Bylaws of the AWS and all fiduciary requirements within the duty of care and duty of loyalty towards the AWS.
- Maintain awareness of ongoing AWS activities in such a manner that you are able to perform the duties and exercise the power of the office of President.
- Perform duties requested by the Board of Directors, as directed by the President.
- Work with the Board of Directors in projecting goals and advising the President.
- Support the Director of Member Service as needed to interface with Chapter Chairpersons and RAs to understand their needs, communicate these to the Board of Directors, follow up to make sure their needs are being addressed and communicate progress back to the Chapter Chairpersons.
- Oversee Committee Chairs to assist and understand committee goals, opportunities, and serve as liaison to the Board.
- Oversee strategic planning initiatives.

The Vice President serves on the Board of Directors for two (2) years then serves the following two (2) years as president. Please also review the President's job description.

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

Updated: 4/2024

Reviewed and Agreed

Vice President

Approved and Implemented

AWS President or BOD designate