



American Wine Society Job Description and Duties Director of Competitions

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, honest and professional 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 the AWS financial statements. Make inquiries in a collegial and professional manner to ensure all 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 actively participate in Board meetings, whether held in-person or via teleconference.
- Serve on committees or task forces and take on special assignments, when necessary.
- Be an advocate and brand ambassador for the AWS in non-board and non-AWS settings and conduct oneself in an appropriate and professional manner that is 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 Director of Competitions should have:

- Membership in the AWS for at least two (2) years.
- Previous responsible positions in chapter, regional and/or national activities.
- Experience as a wine judge; AWS Wine Judge Certification preferred.
- Above average computer skills and the ability to select, train and coordinate the members of the Competitions Committee.
- Extensive knowledge in MS Excel, including programming in Visual Basic for Applications.
- Ability to dive into the organizational, operational and technical details required to successfully operate a large and complex wine competition and lead by example.
- Willingness and desire to devote the significant time necessary to properly perform the duties of the position as described.

Duties and Responsibilities

- Have overall responsibility for the Amateur and Commercial Wine Competitions.

- Appoint, train and manage the (AWC) Chairperson(s), Commercial Wine Competition (CWC) Chairperson(s) and Competitions Committee members.
- Work closely with the other Board officers and directors, the competitions Chairpersons and the Competitions Committee.
- Work with the AWC and CWC Chairperson(s) to promote and facilitate the annual AWC and CWC, and act as a liaison between these chairpersons and the Board of Directors.
- Work with the National Conference Committee in planning logistics and accommodations required for competitions at the National Conference or other venues.
- Work with the Treasurer to determine the appropriateness of the annual competitions budgets.
- Work with the Executive Director and Treasurer to ensure financial and operational integrity of competitions and the collection of funds.
- Serve as a facilitating resource between the Society and amateur and commercial winemakers to enhance the goals of, or improve, the AWC and/or the CWC.
- Determine, from time to time, the appropriate rationale for scoring systems, including the AWS Wine Evaluation Chart (tasting score sheet), and propose changes as required. Handle issues/questions regarding the Aroma Wheel.
- Work with RVPs and Chapter Chairs, as needed, to design and review appropriate guidelines for sanctioning local and regional competitions and determining when AWS medals can be awarded.

The Director of Competitions serves on the Board of Directors for three (3) years and is eligible to be re-elected.

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 2025