

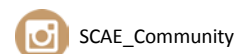
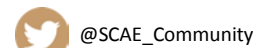
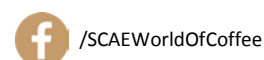
## ROLES AND RESPONSIBILITIES OF NATIONAL COMMITTEES

### National Coordinator

- Chair committee
- Liaise with HQ
- Ensure committee complies with SCAE principles and practices
- Report to ED monthly via Chapter Coordinator/Membership Manager
- Oversee finance
- Ensure financial stability and transparency
- Formulate chapter budget and share it advance (October of each year) with HQ for approval
- Provide annual accounts in English
- Appoint independent treasurer/accountant who will in turn be responsible for opening and managing a bank account, registering for VAT and registering an independent legal entity for the sole use of chapter activities in accordance with the local national laws and regulations
- Contribute to develop SCAE's image through new activities and ideas
- Monitor and implement application of SCAE's strategy
- Guarantee continuity of action between different committees
- Organise local support if hosting any SCAE event
- Visit HQ on appointment and annually, cost covered by SCAE
- Attend annual NC meeting, cost covered by NC or chapter

### Membership Coordinator

- Promote membership at all times
- Liaise with members on a regular basis
- Support HQ to retain members at renewal by email, telephone and face to face
- Welcome new members by email or telephone within one month of them joining
- Follow up with new members at least once more during their first year
- Recruit new members throughout the term as Membership Coordinator



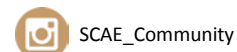
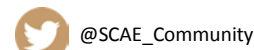
- Organise membership meetings and provide membership feedback on various membership aspects
- Organize annual membership survey in July
- Create and support local SCAE community in cooperation with other board members
- Promote membership to consumers
- Provide database information

### Education Coordinator

- Must have thorough understanding and experience of SCAE education system
- Recruit new ASTs
- Organise/promote CDS certifications to an agreed target
- Organise at least two CDS workshops with two different companies per annum
- Organise at least one chapter workshop event
- Identify and suggest coffee schools / educational programmes for partnership
- Assist with audit system to ensure integrity of system
- Conduct market research and report results
- Promote education to consumers
- Involve ASTs with chapter activities

### Events Coordinator

- Must have thorough understanding of WCE competitions
- Organise all seven competitions including heats where appropriate and finals
- Organise judges and competitor workshops before competitions
- Ensure that all judges and competitors are members of SCAE
- Raise sponsorship to cover all competitions including costs of winners attending world finals
- Provide sufficient volunteers to support all events
- Liaise with WCE via-Chapter Coordinator
- Promote World of Coffee event
- Organise at least one Barista Guild event



- Organise at least two other events targeting consumers and local community
- Ensure that WCE License fee is paid annually and on time
- Ensure high visibility of SCAE logo and brand at all events

### Communication Coordinator

- Must have broad experience of communications
- Communicate speedily and efficiently with members, Chapter Coordinator, HQ and others
- Communicate dates of events and competitions three months in advance and results of competitions within 12 hours
- Develop, maintain and manage chapter website
- Be active on social media
- Produce monthly newsletter
- Provide news for every edition of Café Europa
- Provide information, news, reports and images for SCAE website
- Work with local press/media to promote SCAE
- Provide translations
- Provide database information for past, present and potential sponsors
- Communicate and create a network in cooperation with local community
- Establish communication channel to consumers
- Ensure high visibility of SCAE logo and brand at all events

