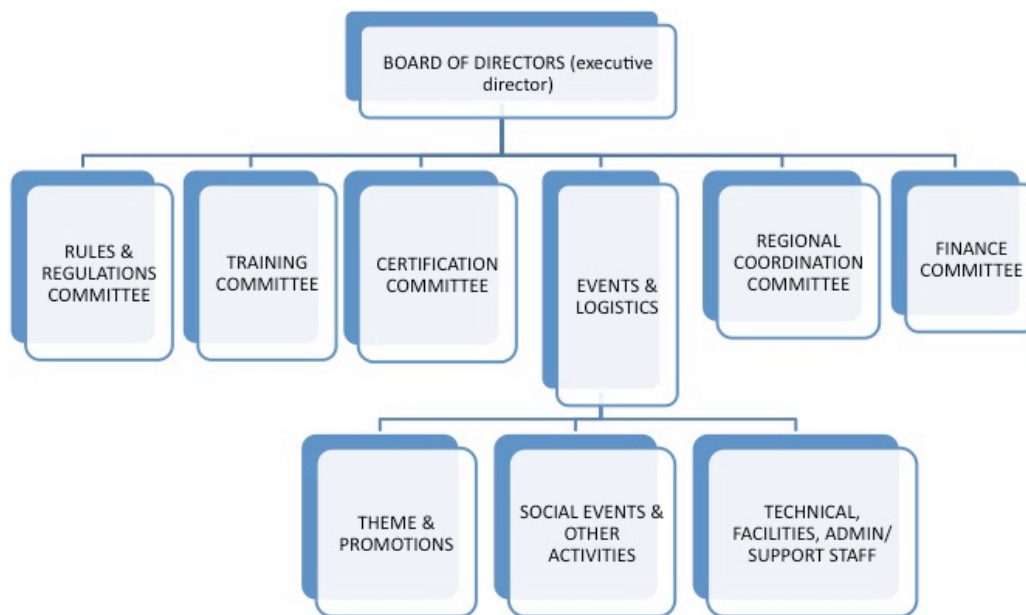




# World Barista Championship Committee Structure and Charter

## Introduction

This Charter describes the scope, structure, and governance practices for the WBC Committees. The Committees may recommend changes to policies to the Board of Directors on an annual basis, based upon the specific needs of the Committees.



## Scope of Committees

**Rules & Regulations:** Developing, evaluating, and translating the rules and regulations for the competition. Improving the clarity and purpose of the rules and competition structure. Acting as the authority for interpretation, and clearly documenting all processes for decision-making around the rules and regulations.

**Training Committee:** Creating training programs for judges that can be used at a national level. Collaborating with training committees from the SCAA and SCAE.

**Certification Committee:** Implementing testing and certification programs to certify judges and select judges for the World Barista Championship event.

**Event & Logistics:** An annual committee commissioned to address the activities at the WBC event. Formed with sub-committees responsible for specific areas of the event.

**Regional Coordination Committee:** Support for all WBC National Bodies

**Finance Committee:** To review financial records and prepare audited statements annually for our AGM.

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## **Structure & Composition of Committees**

**Membership:** Any person interested in joining a WBC committee must review and sign the Conflict of Interest Policy and this Charter document. Requests to join can be sent to the Executive Director.

**Pre-requisites:** Members must have a history of previously volunteering, judging or competing in the WBC event or competition held by a WBC National Body.

**Committee Chair & Vice Chair:** The Chair of each committee will be a member of the board of directors appointed annually by the WBC Board Chair (in consultation with the Executive Director). The Chair is responsible for guiding the committee members and act as facilitator for meetings and dialogue within their group as well as manage the tactical process, scope, budget and focus of each initiative so it is aligned with the strategic plans. The Chair of each committee will appoint the Vice Chair for the committee. The Vice Chair is to document meeting minutes and to lead the committee in absence of the Chair. The Vice Chair does not automatically succeed to the Chair position. If the Chair resigns or is removed from the position, the Executive Director will appoint an Acting Chair for the remainder of the term.

**Member Responsibilities:** The committee members are responsible for actively engaging themselves in the communication and work within the committee. Members must be present at one in-person meeting per year and participate in phone conferences or email dialogue as often as possible.

**Dismissal/Resignation Policy:** Committee members may resign at any time by providing a written request to the Committee Chair and Executive Director. If a member is absent from two consecutive meetings without sufficient excuse, as deemed by the Committee, the member's resignation will be considered tendered and accepted. In this case, the Chair will notify Executive Director who will inform the member of the Committee's decision in writing.

**Subcommittees:** Subcommittees may be formed as needed and will be lead by order of the Committee Chair.

**Term:** The standard term on a committee will be two (2) years. No committee member may serve more than two (2) consecutive terms per committee. The terms revolve around the WBC event, with the last day of the event being the end of the term.

## **Meetings**

**Notice of Meetings:** Members will be polled via email to determine the best time and place to hold Committee Meetings or conference calls, at least two weeks prior to the meeting date.

**Voting Rules and Quorum:** Committee decisions can be determined by voting, although best efforts should be made to carry out all committee decisions by consensus. Each Committee member (including the Chair and Vice Chair) are allocated one voting right. All votes must be cast in person, via email, or via voice or

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phone conference. A quorum of 2/3 of the Committee must be present for voting, including the Chair or Vice Chair. A simple majority will decide all voting, with the Chair casting the deciding vote in the case of a tie.

**Meeting Minutes:** The Vice Chair will record minutes of each meeting that will be distributed to all Committee members and the Executive Director of the WBC within one week of the meeting.

I, \_\_\_\_\_ agree to serve on the WBC \_\_\_\_\_

Committee and abide by the rules set forth in the attached Committee Charter.

\_\_\_\_\_

X

\_\_\_\_\_

**Committee Member Signature & Date**

\_\_\_\_\_

X

\_\_\_\_\_

**Committee Chair Signature & Date**

Committee Member Contact Information

Company:

Address:

Phone: (Work)

(Cell)

E-mail: