



## CALL FOR ROASTERS GUILD COUNCIL NOMINATIONS *2008-2009 Executive Council*

Executive Council members are elected each spring by the Roasters Guild's membership to fill vacancies left by outgoing members of the Roasters Guild Executive Council. Each Executive Council member serves a two-year term. Terms start at a mandatory Roasters Guild Executive Council meeting that is scheduled the day after SCAA Conference (May), and end two years later, at the end of the SCAA Conference. Executive Council members must fulfill the following criteria :

- Must currently qualify to be a member of the Roasters Guild and must be a member in good standing
- Fulfill strategic & fiduciary oversight of the Roasters Guild
- Must attend and actively participate in Executive Council meetings, including regular quarterly meetings and other meetings as determined by the RGEC
- Must be willing to Chair or actively support one of the primary committee's of the RGEC
- Must Volunteer at Conference and/or Retreat every year as needed

During the January 2008 RGEC meeting in Chicago, the RGEC voted and unanimously approved a revamp of the Election Processes and Procedures. The purpose of this change was to allow the RGEC to maintain a stronger leadership with greater diversity. The RGEC voted to move away from the 75% ROASTER CATEGORY requirement for the Executive Council. The new by-laws require that above 50% of the EC members must be designated under the SCAA's 'ROASTER' category. We will also take the opportunity to 'fix' the posted election by-laws, which were changed three years ago to be more in alignment with the SCAA Board of Directors elections. Revised by-laws will be posted on the Roasters Guild website upon approval.

This year, the Roasters Guild Executive Council has 4 vacancies. The remaining RGEC members make up are as such:

- 4 Roasters
- 3 Non roasters
- 4 OPEN POSITIONS

We are currently seeking nominations for 4 open seats. Of these four, we can elect up to two (2) non roasters. In the event there are more than 2 non roasters on the ballot, the two who receive the most votes will win a seat. The elected individuals will start their terms the day after the end of the SCAA Conference at the RGEC meeting.

### **Below are dates to note:**

- FEBRUARY 20<sup>TH</sup> : All nominations must be returned to the SCAA Office on this day
- FEBRUARY 20-29<sup>TH</sup> : The Roasters Guild Nominating Committee will call Nominees to discuss expectations in length and ask for acceptance of nomination
- MARCH 5<sup>TH</sup> : Accepted Nominees must send in updated bio's and photo by this date
- MARCH 10<sup>TH</sup> : Ballots are sent to membership for voting on this day
- APRIL 1<sup>ST</sup> : At 5:00 PM on this date, all ballots need to have been received at the SCAA Office
- APRIL 10<sup>TH</sup> : Election results will be made public



Please note that final candidates must supply an updated bio, not to exceed 75 words as well as a photo of themselves.

The Roasters Guild Executive Council has rules each Executive Council member needs to abide by. At this time, participation in the Roasters Guild Executive Council is a volunteer position. Council members are not reimbursed for lodging, travel, meals or other related expenses, which average between \$600 and \$800 per meeting depending upon location and duration of the meeting. However, RGEC members are expected to assist during Retreat every year and are required to pay the “spousal” rate to attend retreat, rather than the full rate.

It is required that Executive Council members be:

- Eligible voting members of the Guild
- Attend at least 3 of the 4 annual on-site meetings
  - The day after the SCAA Conference, usually in May
  - The day after the Roasters Guild Retreat in August
  - The day after the SCAA Conference Planning Meeting, usually in September
  - January meeting: Date TBD, location at current RGEC Chair home town
- Does not exceed 25% excused absence from planned conference calls

If you have any questions about the Roasters Guild nominations or Nominating Committee, please contact the Nominating Committee Chair, Paul Thornton, at 1 800-877-0474 Ext 283 or e-mail at [pthornton@coffeebeanintl.com](mailto:pthornton@coffeebeanintl.com).

All members are encouraged to submit names (or themselves) of candidates who would make a valuable contribution to the Guild by serving on the Executive Council. Any SCAA or Roasters Guild member is eligible to nominate a Roasters Guild member. In addition to completing the form below, please feel free to submit up to 100 words describing, in your view, the nominee’s qualifications.

The Roasters Guild Executive Council Nomination form is attached below.

Thank you,



Paul Thornton  
Roasters Guild Executive Council Nominating Committee Chairperson





## ROASTERS GUILD 2008-2009 EXECUTIVE COUNCIL NOMINATION FORM

Nominations must be received by February 20, 2008

I submit the following Roasters Guild member for nomination to the Executive Council:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Individual Making the Nomination: \_\_\_\_\_

Company (SCAA Member): \_\_\_\_\_

Signature Date \_\_\_\_\_

Comments:

Please fax this form or email complete information by **February 20th** to:

Vennicia Lu  
[vlu@scaa.org](mailto:vlu@scaa.org)  
FAX: 562-624-4101

