

THE ROLE OF THE NATIONAL CO-ORDINATOR

The National Co-ordinator

The National Co-ordinator (NC) is the liaison officer between the SCAE Board and the SCAE National Chapter. His/her tasks include the following:

1. To convey information from the board to the local chapter and vice versa.
2. To ensure that SCAE bylaws and the charter are being followed locally.
3. To ensure that the 'spirit' of the SCAE is being upheld.
4. To ensure correct elections of local SCAE chapter boards take place.
5. To promote the SCAE and its mission in his country.
6. To promote recruitment of new SCAE members in his country.
7. To inspire/encourage existing SCAE members to volunteer as participants in SCAE committees, task forces and activities locally as well as centrally.
8. To monitor lapsed members and assist in keeping membership directories up to date.
9. To suggest, assist and inspire the local chapter in organising local SCAE events (barista competitions, educational programmes, site trips, members' gatherings, etc.)

The National Co-ordinator should be an SCAE member of good standing and receives his mandate from the SCAE Board of Directors.

The NC may be appointed and dismissed by the SCAE Board of Directors at its discretion. Such a decision by the SCAE Board would overrule that of a national chapter.

The NC reports to the Chairman of the Chapter Development Committee, the SCAE President and the Executive Director.

In chapters with seven or more members, those members would be encouraged to elect a National Co-ordinator. Thereafter this position is re-electable biennially in June otherwise decided by the SCAE Board. Voting rights belong only to SCAE members of good standing in that chapter.

The National Chapter

A chapter is a group of SCAE members in one country (or geographical region) who share a common language or nationality and who cooperate with each other in order to further the ideals of the Association. The chapter would normally be headed by a National Coordinator but this is not essential. However, where there is a National Coordinator, he/she should be elected biennially by the members within that chapter.

The chapters are not separate entities within the structure of the SCAE. Chapters exist merely for the convenience of SCAE members and the Association and must not be seen as a pre-requisite for participation in any SCAE organised event, to which every SCAE member has equal access regardless of whether there is a chapter in that country or not. However, it is recognised that for convenience and better efficiency, the organisation of SCAE-related activities in different regions and countries is best organised through officially recognised chapters which must consist of 7 members, 4 of whom are from different companies or entities.

We also recognise **International Chapters of SCAE** which are chapters beyond the borders of Europe. These chapters are treated equally with those in Europe.

SCAE Chapters with seven or more members should elect a National Co-ordinator on a biennial basis. National Coordinators are elected for a term of two years unless otherwise determined by the SCAE Board, the members in-country or the NC him/herself. National Coordinators may stand for re-election but no National Coordinator may serve more than two successive terms in office. The maximum term of office allowable is four years.

All elections for the role of National Coordinator will be conducted in confidence by the SCAE Head Office.

SCAE Chapters with ten or more members should elect an SCAE Chapter Board. These Boards should also be elected biennially by the end of June in the second year.

Voting rights reside only with SCAE members of good standing of that Chapter.

The Chapter Board should work in accordance with SCAE byelaws and practices, sharing with the NC responsibility to work within the parameters set out above.

Typically a Chapter Board should consist of three to five members.

The NC has the authority to appoint a deputy to represent him in his absence. This deputy should be an SCAE member in his/her own right.

SCAE Chapters are responsible for their own finances and accounts and are free to seek financial support from any source of repute provided SCAE byelaws and practices are observed.

Each Chapter should have a designated account with 3 signatories, 2 of which are required to sign each cheque or transaction.

Each Chapter is required to produce annual accounts for presentation to the members, copy to the SCAE Board. In the event of a dispute the SCAE Board's decision will prevail.

SCAE Chapters should not be established for the purpose of the commercial interest of individual SCAE members.

SCAE activities are open to all SCAE members on equal terms regardless to which Chapter they belong.

Ownership of in-country websites must reside with the Association and not the chapter. The Association has the right of veto of content of the sites but normal operation will be with the authority of the National Coordinator and his webmaster.

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