Good Beer Guide Submissions Co-ordinator

Role guidance — Essential function

The purpose of the role is to organise, compile and submit the branch's entries for CAMRA's annual *Good Beer Guide* (GBG).

Activities and guidance

- Convey and describe to the Branch Committee, and members responsible for surveying pubs and clubs, the guidance and instructions received from the Regional GBG Submissions Co-ordinator, responsible National Director and the GBG production staff.
- Identify potential candidates, with the help of the branch Beer Scores Co-ordinator, using beer scores and beer quality reliability as the leading criteria for selections and make recommendations to the Branch Committee and branch members.
- Arrange for the branch database (Pubzilla, Spile, Hops or bespoke) to be kept up to date with regard to current and potential GBG entries. This involves arranging with the Pub Promotions Co-ordinator and Pub/Club Contacts for surveys to be carried out.
- Review and edit potential GBG entries in the database to comply with CAMRA policy and GBG style and data guidelines.
- With the Branch Chair, schedule and organise the branch's processes for the annual selection of GBG entries.
- Update in the database, before the given deadline in March each year (with the Branch Pub Database Co-ordinator), the branch's agreed selection of pubs and clubs for GBG main entries and any reserves. You can be given access to do this.
- Be consistent in the use of language by using the GBG style guidelines (available in Pubzilla and Spile help menus).
- Apply the data exporting and review processes provided by the Regional GBG Co-ordinator.
- Carefully check the proof entries received from the Regional GBG Co-ordinator and advise on any necessary edits before the given deadline.
- Be the branch point of contact/reference in the event of any question arising with regard to the inclusion or non-inclusion of any branch pub or club in the GBG, or its possible subsequent deletion after publication. Deletions must be advised to the Regional Director to be implemented.
- Either through branch Pub Contacts or personally, hand the Good Beer Guide (GBG) Licensee's pack to the licensee or manager for any GBG entries before the publication deadline (usually around 12 September each year) and explain the confidentiality requirements.
- At some point seek and mentor your potential successor.

Useful skills and knowledge

- Attention to detail and to deadlines.
- Proficiency in written English.
- Familiarity with online web forms.

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Time commitment

- The role is seasonal. The selection process typically runs from November until February, with electronic submissions forwarded to the Regional GBG Co-ordinator in early March before the given deadline. In the run-up to the deadline a week's worth of evenings may be required.
- Regular attendance at branch meetings over the winter period is very useful.

Code of conduct

- Adhere to CAMRA's Code of Conduct and Volunteers' Charter (set out here) and, in particular, refrain from putting forward any personal points of view that are against CAMRA's policies or that might bring the Campaign into disrepute.
- Impartiality – appreciate and guard against the risk of any bias in the GBG selection process or in published descriptions of particular pubs.
- Confidentiality – appreciate and guard against the risk of disclosure of any GBG contents before publication.

Information and support

- Information, style guidelines and a survey sheet are available in Pub Data and Good Beer Guide Resources.
- Support is also available from your Branch Chair, Regional GBG Co-ordinator and CAMRA's GBG team books@camra.org.uk.

For any other volunteering enquiry, contact volunteer.services@camra.org.uk