

A group of diverse people, including men and women, are gathered in what appears to be a meeting or workshop. They are looking towards the right side of the frame. The image is overlaid with a teal color filter. The text 'CIBD Trustee Appointment Brief' is centered over the image, underlined.

CIBD Trustee Appointment Brief

Section 1: Executive Summary

Thank you very much for your interest in the role of Trustee at the CIBD. We hope that you will find this pack informative, and that it will help you to decide whether whether the CIBD is an organisation that you would like to work with.

The CIBD is looking to appoint 2 new Trustees at our Annual General Meeting in September.

We are particularly looking to attract individuals with experience in one of the following areas;

- Governance and Risk in an executive role.
- Finance in an executive role with a view to being elected as The Honorary Treasurer in 2027.

The CIBD is at an important milestone in our history and as a valued member of our Board, you'll play a crucial role in shaping the future of the organisation.

If you would like to be a part of this exciting journey then we would love to hear from you.



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Section 3: Introduction

“Thank you very much for your interest in the role of Trustee at the CIBD. We hope that you will find this pack informative, and that it will help you to decide whether the CIBD is an organisation that you would like to work with.

It is the CIBD's vision to be the global leader of sustainable professional education and development in the brewing, distilling and allied industries. It is this ambition and passion that guides us in our pursuit of excellence for the CIBD.

My focus is very much on Board leadership and prioritising the growth and development of the CIBD. Together with the Board, a key area of concentration will be promoting membership engagement and value at this important milestone in the CIBD's history following the granting of chartership status.

The achievement of Chartership in 2025 was a defining moment in our history as an organization and represents the highest accolade for professionals working within our industry, providing rightful recognition and respect of the science and art of brewing and distilling across the globe.

We are proud that the CIBD continues to be recognized amongst the top 2-3% of UK charities and believe that our chartered status will step change the CIBD's standing in public trust and confidence. Furthermore, it will build recognition in the global drinks industry for its importance to society and the economy, reinforcing the credibility of the CIBD in delivering excellence in professional education & development.

Whilst a great amount of work has been carried out to achieve this status to date, the next leg of this very important journey starts now to secure the continued leadership of the CIBD as the industry-leading standard and qualification of choice for professionals, globally.

If you would like to be a part of this exciting journey then we would love to hear from you.”



Raphaël Grisoni

President

**The Chartered Institute of
Brewers & Distillers**

Section 4: Who We Are



The CIBD is internationally recognised for its charitable mission to support education and professional development in the brewing and distilling industry.

www.cibd.org.uk



The Institute has a turnover of c. £3m, 21 staff (excluding a further 60 contracted examiners and tutors), 2,600 members and 3,100 exam candidates.



Membership of the CIBD incorporates seven Sections of organised groups of members based upon geographical areas.

Section 5: Our Vision, Mission and What We Do



- Our core purpose is – The Delivery of sustainable, professional education that *engages, connects* and *transforms* for high performance outcomes.
- Our vision is to be the world's leading provider of professional development in brewing, distilling and related industries.
- We do this through an aligned and integrated approach incorporating Membership, Learning and Development and Professional Qualifications.

Section 6: Our People



**Raphaël
Grisoni**
President

Raphaël is an international drinks industry leader with a wealth of experience in the Scotch whisky, champagne and rum industries.



**Dr Megan
Sheehy**
Immediate Past President

General Manager – Classification at Grains Australia providing high engagement with the CIBD Asia Pacific region.



**Tom
Shelston**
*Chief Executive
Officer*

Tom has a wealth of experience in developing membership organizations and forming high-value partnerships.



**Jaideep
Chandrasekharan**
Deputy President

Jaideep is Global Technical Lead at Asahi Group Holdings in Japan, and has 36 years of experience as a brewing & beverage professional.



**Will
Calvert**
Honorary Treasurer

Chairperson of Windsor & Eton Brewery, bringing strong technical brewing expertise and an excellent professional network that crosses over both the mainstream beer and craft sectors.



**Georgina
Young**
Trustee

Brewing Director at St Austell Brewery, with over 20 years' experience in the industry.



**Vikram
Damodaran**
Trustee

Chief Innovation Officer for Diageo in India, founder of Diageo India's Craft Spirits business and an executive member of Diageo Ventures in India.



**Sandra
Stelma**
Trustee

Process Capacity Agility and Futures Manager with a strong R&D focus and covering all Diageo categories.



**Bhavya
Mandanna**
Trustee

Global Science & Technology Director at Diageo, leading transformative initiatives within the science and technology portfolio to unlock strategic value chain transformation opportunities.



**Prof. David
Cook**
Trustee

Professor of Brewing Science at the University of Nottingham.

Section 7: The Role

As a valued member of our Board you'll play a crucial role shaping the future of the organisation. You'll be a strategic thinker, a passionate advocate, and a champion for maximising the impact of our professional education.

Provide Strategic Guidance

- Provide strategic insight and analysis to support the CIBD leadership to identify areas of greatest need and opportunity.
- Collaborate with fellow Board members and staff to develop and implement strategic plans that align with the CIBD's mission and vision.
- Ensure the effective allocation of resources to achieve the maximum impact.

Champion Good Governance

- Review policies and procedures related to financial management, risk management and compliance.
- Provide constructive feedback and guidance to ensure the organisation's long term sustainability.
- Uphold the highest ethical standards and ensure the Institute operates with transparency and accountability.
- Ensure adherence to the Institutes governance framework, legal guidelines and policies to maintain the Institutes legality and business ethics.

Develop Our Professional Educational Responsibilities

- Leverage your professional network and expertise to support the overall aims of the institute.
- Provide insights and guidance to the Examination Board and Education & Professional Development teams on effective strategies and member, candidate and student engagement.

Diversity, Equity & Inclusion

- Build a highly inclusive culture which ensures employees and volunteers thrive and the Institute's outcomes are met.
- Champion the Institute's commitment to DE&I across the organization.

Section 8: Person Specification

Knowledge and Experience

- Experience of working collaboratively within a committee or board structure.
- Track record of providing support and constructive challenge on the design and delivery of the strategy.
- Experience of working within the brewing, distilling and allied industries or relevant academia.

We are looking to attract individuals with experience in one of the following areas:

- Governance with experience gained in an executive, board or committee role.
- Finance gained in an executive role with a view to becoming Honorary Treasurer when the post becomes vacant in September 2027.
- Please see the Honorary Treasurer Job Description in Section 9.

Skills, Abilities and Personal Qualities

- Ability to work as part of a team and to accept corporate responsibility.
- Proven ability to think strategically and exercise independent judgement.
- Ability to probe facts, challenge assumptions and identify the advantages and disadvantages of proposals.
- Ability to be diplomatic whilst willing to remain steadfast when expressing opinions.
- Ability to communicate effectively and to act as an organisation champion with all.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trustees.

Section 9: Specific Job Description

Honorary Treasurer

The Honorary Treasurer is responsible for overseeing the financial management of an organization, ensuring compliance with legal requirements, and reporting on financial health to the board.

Key Responsibilities

- **Financial Oversight:** The Honorary Treasurer ensures that effective financial measures, controls, and procedures are in place. They oversee the organization's financial plans and budgets, monitoring progress and compliance with relevant laws and regulations.
- **Reporting:** Regularly report to the board on the financial health of the organization, including reviewing and approving financial statements. This includes providing insights into financial performance and advising on financial policies.
- **Governance:** As a trustee and board member, the Honorary Treasurer contributes to the governance of the organization, helping to set strategic direction and ensuring that the organization acts in accordance with its mission and legal obligations.
- **Collaboration:** Work closely with the CEO, finance team and other board members to ensure adherence to financial procedures and to provide support and challenge to the CEO in the exercise of their delegated authority.
- **Risk Management:** Identify, monitor, and control key financial risks, ensuring that appropriate measures are in place to mitigate these risks.

Required Qualifications and Skills

- **Financial Literacy:** A strong understanding of financial management and accounting principles is essential. Experience of finance in an executive role is a requirement.
- **Commitment:** The role typically requires a commitment of approximately 4 hours per week, including attendance at Board and Council meetings and chairing the Finance and Audit sub-committee meetings. Each of these meetings takes place 4 times per year.
- **Communication Skills:** Ability to communicate financial information clearly to non-financial stakeholders is important for effective governance and decision-making.
- The Honorary Treasurer is a volunteer position and does not attract payment, although expenses may be reimbursed according to the organization's policies.
- The role may involve representing the organization at functions and engaging with external stakeholders to promote the organization's financial health and reputation.
- This position is crucial for ensuring the financial integrity and sustainability of the organization, making it a vital role within the CIBD.

Section 10: Terms of Appointment

- All applicants will need to be current members of the Chartered Institute of Brewers and Distillers.
- CIBD Members can nominate potential Trustees who will require endorsement by two current members of the CIBD.
- Each CIBD Section may propose candidates for election to the role of Trustee.

Following formal election by the Membership at the Annual General Meeting in September the trustees will be expected to:

- To serve for, up to a maximum of six years.
- Travel to Head Office in London or other locations, as needed – generally once per year.
- Have sufficient time to give to the CIBD to discharge their responsibilities effectively: this includes Trustee meetings (4 meetings/year), preparation for meetings, training days, sitting on /or chairing Board Sub-Committees, a total of at least 12 days per annum.

Section 11: How to Apply

- Candidates or nominations should apply by sending a CV and cover letter to trustee.applications@cibd.org.uk
- If you'd welcome an initial conversation, please contact tom.shelston@cibd.org.uk
- The closing date for applications via the Sections is 16th May.

Data Privacy

By applying for this position you are consenting to the personal data that you submit to being used in the assessment of your suitability for the role. Please refer to the CIBD's Privacy Policy at www.cibd.org.uk/privacy-policy/ for more information.