

DENVER UNIT 361 BOARD RESPONSIBILITIES

There are eleven Board of Director meetings annually. They are typically held on the first Saturday of each month, but may be rescheduled depending on external events. The month of August typically has no meeting. The December meeting (Christmas party) is held at a location volunteered by one of the Board members. All Board members are expected to attend these eleven Board meetings.

At the Board meeting in December, the Board elects the President, Vice President, Secretary, and Treasurer. According to the bylaws, the President and Vice President must have served on the Board for at least one year. The president then assigns board members to fill the various chairs.

The Board is responsible for complying with Unit 361 bylaws. The bylaws are on the unit website: www.denverbridge.com – in the Admin menu. Board meetings are conducted according to Roberts Rules of Order.

Computer skills are important. At the minimum, all Board members must be able to read and respond to email, and read PDFs. Additional computer skills are required for the positions of Secretary, Treasurer, Budget chair, Publicity chair, Directory chair, and Website chair.

Officer Responsibilities

President

Schedules the dates and sets the agenda for Board meetings, responds to all issues raised, corresponds with various individuals or organizations, notifies Unit 361 members of yearly Ace of Clubs and Mini-McKenney awards. Also oversees Table Talk production (2 issues per year, but spring issue is not mandatory). Makes a schedule of tournaments for Board members. Together with the Executive Committee, the President approves major expenditures and enters into, on behalf of the Unit, such contracts as are necessary for the operation of the Unit. The ability to create contractual obligations on behalf of the Unit is limited to the office of the President. The President appoints all committees and makes special appointments for specific categories of work to be performed, e.g., Hospitality, Caddy Master, etc. In addition, the President shall perform other duties as they arise.

Vice President

The Vice President acts as President in the absence of the President. If not running for reelection, chairs the nominating committee, which solicits candidates for election, arranges the ballots, and the staffing at the voting table together with the counting of the ballots. The Vice President should be available to chair committees appointed by the President.

Secretary

The Secretary records, transcribes, types and distributes minutes to all parties and ensures that the minutes are posted to the Unit website. If the Secretary is appointed as the liaison to the ACBL, then the secretary handles all correspondence with the ACBL. The Secretary maintains the contact list for the

Unit Board, District 17 Representatives and other "interested Parties". The Secretary maintains the list of all Unit 361 sanctioned clubs along with full contact information. The Secretary assists the President with other correspondence as requested. The Secretary assists in compiling the directory information and ads for the directory. The Secretary informs those advertising of the costs of the ad and how to submit payment for the ad. The Secretary should distribute a list of all Board members, e-mail addresses and telephone numbers to all Board members. The list should also include D17 representatives, legal counsel, recorder, ethics and conduct chair, Board of Governors representatives, and any other "interested parties."

Treasurer

Keeps accurate records of treasury. Prepares monthly treasurer reports in cooperation with Budget chair, providing copies to all Board members. Pays bills. Balances checkbook. Distributes free plays as authorized by the Board. Additionally, if required, provides startup bank for head director at tournaments. Collects receipts from tournaments and deposits them in a timely manner. QuickBooks software is provided. The Treasurer has the discretion to delay payment of any bill submitted if the treasurer has doubts as to the bill's validity or reasonableness. Prepares and submits all required tax forms and incorporation statements.

Committee Chair Responsibilities

Committee chairs are responsible for all functions within the scope. If unable to handle a function personally, the committee chair must ensure that the function is handled in some other way, typically by providing a substitute. If a workaround or substitute is used, the committee chair must inform the Board before the event.

Awards and Trophies

Determines the correct recipients for the various awards and trophies, including the Colorado Victory Trophy, the Lou Neff Trophy, and others. Manages preparation and presentation of awards and trophies.

Budget

Maintains comparison Profit and Loss statements for all Sectionals and Regional tournaments, preferably in QuickBooks. Sets budget for coming year in late August or early September.

Caddy Master

Maintains the caddy list, recruits caddies, schedules caddies to work at tournaments, arranges training of new caddies, and handles payment. This position requires attendance at all tournament events to ensure caddies arrive on time, to ensure they are performing their duties, and to pay them.

Directory

Produces and publishes annual directory, for distribution at March Sectional. Complies with ACBL privacy policy. Coordinates with Secretary for ads and club listings.

Discipline and Ethics

Responds to all discipline or ethics issues raised at unit events. Typically arranges for a committee and a hearing and ensures that all relevant rules and regulations are applied appropriately.

Education

Acts as liaison with local bridge teachers. Designs and coordinates educational opportunities for unit members.

Front Range Challenge

Coordinates the Front Range Challenge event with Colorado Springs. Determines method to be used to select players, and recruits players as necessary. Distributes information on event date and location. Every other year, acts as tournament host and arranges for site, director, and hospitality.

GNT

Encourages local clubs to hold GNT qualifiers, and encourages player participation, esp. with newer players. Works with D17 coordinator as necessary. Acts as liaison between players and unit.

Hospitality

Arranges for hospitality at all Sectional tournaments. Advises and/or acts as Hospitality chair for Regional tournament. Position includes purchasing the food and supplies, transporting them to the tournament site, choosing menus, and coordinating the catering staff. In addition, for the Regional tournament, includes setting the plan for giveaways and prizes, and arranging staffing for the Registration table. Coordinates with I/N Chair to plan hospitality at two I/N tournaments per year. May be involved with providing hospitality for the Front Range Challenge.

Membership

Maintains accurate membership records, sends welcome package to new members. Assists with I/N tournaments and I/N concerns at the Regional. Purchases badges for new life masters, and other badges as ordered by members. Designs and coordinates membership-building programs for the unit.

Mentor/Mentee

Manages the mentor/mentee program. Defines the parameters of the program, publicizes the program to newer players, recruits mentors as required, creates pairings and tracks participation.

NAP

Encourages local clubs to hold NAP qualifiers, and encourages player participation, esp. with newer players. Encourages players to continue at next level of contest. Works with D17 NAP coordinator as necessary. Acts as liaison between players and unit.

Newer Player (I/N)

Coordinates and is present at the two I/N tournaments each year. The oversight requires obtaining the site, the director and speakers, and providing hospitality. Also recruits speakers for the Regional, and arranges for their introduction.

Partnership

Arranges for partnerships at all unit-sponsored events. Handles calls and emails requesting partners, and arranges for staffing of partnership desk at events.

Photographer

Takes photos of winners at all unit-sponsored tournaments, records names and events, and sends photos and data to Website chair and to the District 17 Forum. The Unit owns a digital camera and printer for the Photographer's use.

Publicity

Handles all publicity for unit events, ensuring the tournament flyers are designed, printed, and distributed via personal delivery to playing sites, and via mail. Participates in flyer development and distribution for the Regional. Posts flyers to the ACBL website. Sends flyers and other information via Pianola. Creates print-ready advertisements for all events, and submits the ads to the District 17 Forum.

Recorder

May or may not be filled. This is the position that deals with sundry ethic complaints that are not handled on site at tournaments by the ethics committee. This position requires legal knowledge, plus sufficient knowledge of mid-chart conventions. The President appoints this position.

Regional Tournament

Coordinates all aspects of the Regional tournament, works with Budget chair and Treasurer to develop the budget and schedule, works with the hotel staff on all arrangements. Responds to all issues that may occur at the tournament. Prepares the final tournament report. Attendance at the tournament is mandatory.

Sectional Tournament

Coordinates the four Sectional tournaments, handling all facets of the tournament, coordinating the staff and working with site personnel to comply with site requirements. Responds to all issues that arise at the event. Obtains ACBL sanctions for all tournaments. Attendance at all Sectional tournaments is mandatory.

Sectional Tournament at Clubs (STAC)

Works with clubs to offer and publicize STAC games.

Supplies

Ensure that the unit has sufficient supplies for all tournaments. Ensures that tables and supplies are available at the tournament site. Places orders as required to replenish supplies and aging equipment. Maintains the storage locker.

Website

Maintains the unit website. Posts news items of interest as identified and prepared by other Board members. Posts information and flyers about upcoming tournaments. Posts pictures of event winners.

Prepares Bridge Results website to receive results of tournaments, and creates a link from unit website to results. May be involved in uploading results to Bridge Results, depending on tournament director preferences.