

President's responsibilities

Update the Board Responsibilities doc

Update the unit officers on the ACBL website, and associated information such as electronic contact, etc.

Send list of board of directors to Jeffco Fairgrounds

Update the tournament contacts on Tourney Trax. You have to get the ACBL to do this for you.

Make sure that the ethics chair, recorder, and legal counsel people are willing to continue, or appoint new personnel as needed. These are appointive positions.

Make arrangements for holding board meetings, and send reminders to host.

Make sure the tournament dates/sanctions are set for the next five years minimum.

In December, enter all outstanding sectionals into the Jeffco reservation request system. (May change as their system changes.) Keep checking with Jeffco to ensure the contracts are on track.

In January or March, order the necessary medals/etc. for Ace of Clubs and Mini McKenney. The ACBL will send you a notification.

Forward the unit reports (membership, financials, etc.) to the appropriate board member.

Maintain the tournament schedule w/ sanction numbers, and distribute it to the board.

Renew the supplemental insurance (RV Nuccio). Policy number 954432, expires 2/11/2018. You will probably also want to change the email address associated with this account. You can do this by logging in, then editing the profile.

Also, you will have to make sure that Jeffco has a Certificate of Liability Insurance for each event that is being held there. Jeffco must be specified as "additional insured." See the Jeffco contracts for detailed requirements. You can create a certificate online at www.rvnuccio.com. Login:

- ID: DenverBridge
- Password: Unit361

Get the previous president and treasurer taken off the bank account, and get yourself and the new treasurer put on. We have both a checking and a savings account, both at Wells Fargo. Get credit/debit cards for the president and treasurer.

Update the unit letterhead (secretary's task – remind)

Update the contact list for Jeffco and send it to your Jeffco contact. Right now, we're listing:

- President
- Sectional chair
- Hospitality chair
- Bill Michael
- Sam Stoxen

All of these people have permission to have their cellphones on vibrate

Arrange for audit of previous year's finances

Start making arrangements for the Christmas party at the October meeting.

Manage D17 rep elections and Board of Governors elections, etc., as needed.

Ensure the nominating committee and election process gets started in good time.

Prepare, publish, and distribute TableTalk.