

LAKE MACQUARIE BRIDGE CLUB

LIST OF DUTIES FOR COMMITTEE MEMBERS

PRESIDENT

- Supervise the running of the Bridge Club and assist any members where help is needed.
- Oversee booking-in sheets for each session.
- Order trophies and update the President's Cup and award at the end of relevant competitions.
- Update Club Teams Trophy & Novice's Trophy and award at the end of the year.
- Organise winning GNOT teams to play in the Regional Finals and see that the team captains are notified in writing of the details of the teams to take part.
- Chair general meetings, committee meetings, and special meetings.
- Record and issue Club Macquarie vouchers as appropriate.
- Organise drawing a winner for free games as appropriate.

VICE PRESIDENT

- Step in for the President in their absence, attend committee meetings and assist the President in organising any trophies and teams to represent the club in any Regional Finals.

SECRETARY

- Attend general meetings, committee meetings and special meetings.
- Compile and issue Agenda, record Minutes, and issue Minutes to other committee members, and keep records of the Minutes.
- Send a copy of the Minutes to the Webmaster to upload to the Club's website.
- Liaise with Club Treasurer and pass on ABF Affiliation Fees invoices for payment.

- Liaise with Club Treasurer and Masterpoint Secretary and pass on master point invoices for payment.
- Maintain and update current membership file and supply and process new member application forms and for new members:
 - inform the Masterpoint Secretary for submission to the ABF and
 - inform the Webmaster so the website data base is always up to date.
- On receipt of the new member's ABF number from the Masterpoint Secretary inform the member.
- Update and re-issue telephone list annually.
- Deal with all incoming correspondence and compose and post any replies required.

TREASURER

- Attend to all of the financial matters of the Club and supplying a financial reconciliation report to all of the meetings.
- If an audit is required, make available to the Auditor all documentation at the end of the Club's financial year to enable an audit report to be presented at the Club's Annual General Meeting.
- Ensure all bank accounts have the necessary signatures to operate.
- Collect the table fees for each Bridge session as appropriate.
- Pay any accounts that have been presented for payment.

ASSISTANT TREASURER

- Able to stand in as treasurer if necessary and assist treasurer when needed.
- Compile and organise supplies of annual programmes and distribute to members.
- Order and maintain supplies of Travellers, Bidding Pads, Pens, Game record sheets.
- Maintain a supply of new playing cards and organise replacement of old cards.

- Monitor the condition of Boards and Table Number Cards and replace if necessary.
- Order gift vouchers from Club Macquarie and organise payment.

MASTERPOINT SECRETARY

- Organise the allocation of Masterpoints to members of the Club and submit them to the ABF.
- Organise and supervise the special events allocation of 'Red' Masterpoints.
- Liaise with the ABF Masterpoint Secretary to ensure the Club is allocated the correct number of Red, Green and Gold points for each year.
- When we have a new member who makes LM their Home Club, register the member with the ABF and receive an ABF number for them.
- Let the Secretary know what the ABF number is so they can inform the new member.

PUBLIC OFFICER

- The Public Officer is the "Public Face" of the club. They are automatically, on appointment, a signatory to all of the bank and cheque accounts of the club.
- They have the obligation to see that all of the affairs of the Club are in order.
- Conform to the legal obligations of the Department of Fair Trading (or its equivalent) including filing the annual return and registering any changes to the Club's Constitution.

TOURNAMENT DIRECTOR

- Is responsible for organising Club events eg pair competitions, all team events including GNOT.
- Ensure all Directors are prepared to direct any of the games for the Club.
- Prepare monthly rosters for Directors informing them of their allocated duties.

BRIDGEMATE DIRECTOR

- Be in charge of the maintenance, distribution and use of Bridgemate for each bridge session.
- Assist throughout a Bridge session with problems encountered by individual members when using the Bridgemate.
- Generate the new handicaps each month.
- After receiving a new member application, enter the player on the Bridgewebs Member Directory and make sure they are recorded on the Scorebridge Player Database with their ABF number.

WEBMASTER

- Access and update the Lake Macquarie Bridge Club website with any information that is of interest or relevance to club members.
- Send out member group emails when directed by the President.

WELFARE OFFICER

- Buy and send sympathy/get well cards as required.

EVENT ORGANISER

- Organise various functions and liaise with the Manager of Club Macquarie to arrange catering when necessary.

NON DESIGNATED COMMITTEE MEMBERS

- Step into a roll if a designated committee member is not available apart from the President and Vice President's position.
- Assist designated committee members as appropriate.

END