

OBC EDUCATION COMMITTEE – MEMBERS AND ROLES AS OF MARCH 2022

	Education Committee Roles	Incumbent	Date in post
1	Education Manager & Chair and Trustee representative	Ursula Bowler	Nov 2021
2	Education Treasurer	Sarah Conway	June 2022
3	Education Secretary	Jane van der Ploeg	Mar 2023
4	Teachers' representative	Pam Parsons	Oct 2024
5	Seminar Programme Lead	Pat Lewis	Mar 2023
6	Intermediate/Advanced Courses Lead	Kathy Talbot	A long time
7	Supervised Play Manager	Anne Laming	Nov 2019
8	Marketing Lead	vacant	
9	Bridge for All Administration	Christine Bishop/Chair	N/A
10	Bridge for All Course Lead	Christine Bishop	N/A

	Other Education Roles	Incumbent(s)	Responsible Ed Com member
11	Bridge for All Teachers Sub-Group	Christine Bishop Ian Bishop Pam Parsons Pauline Wyman Phil Bacon Mandy Scott	Teachers' representative
12	Bridge for All Class Assistants	David Thompson Mark Hannon Peter Sherry	The Teacher with whom the Class Assistant works
13	Seminar Assistants	Gaynor Cooper and others as required	Seminar Programme Lead
14	Hands Practice Presenters	Nick Wedd David Thompson Mark Hannon	Teachers' representative
15	Supply teachers	Kathy Talbot Sue Burge	Chair or Teachers' representative

DESCRIPTION AND DECISION-MAKING AUTHORITY OF EDUCATION COMMITTEE MEMBERS

1. EDUCATION MANAGER

The key responsibilities of the role are:

- Overall responsibility for Education, and liaison with the Trustees
- Chairing Education Committee Meetings
- Ensuring minutes are taken, recorded and circulated.
- Strategic planning
- Planning resources, in particular staffing
- Proposing the composition of the Education Committee for approval by the Trustees
- Allocating teaching roles and other paid positions within Education
- Consult other Committees where there may be issues of mutual interest, for example Club room availability, Director and Scorer rotas, and Bridge systems

The role incumbent will make decisions on the above matters in consultation with the appropriate member(s) of the Education Committee, and with members of the wider Education team if the Education Manager deems this appropriate. Other Committees shall be consulted where there are issues of mutual interest, for example Club room availability, Director and Scorer rotas, and Bridge systems.

2. EDUCATION TREASURER

- Finance:
 - Preparing an annual budget for approval by the Treasurer and Trustees
 - Monitoring expenditure against budget
 - Authorising payments for the Education team – staff costs and expenses
 - Reviewing the payments schedule for members of Education from time to time
 - Send out payment claim forms to all paid parties at the end of each quarter. Check these against records and, when approved, forward to the Treasurer for payment. Any payments or expenses incurred, other than day-to-day operational payments such as refunds, shall be authorised in advance by the Education Treasurer.

The role incumbent is responsible for decisions on each of the above responsibilities with the proviso that:

- The Roles and Incumbents comprising the Education Committee shall be approved by the Trustees, usually on an annual basis
- The Education budget shall be approved by the Treasurer and the Trustees
- Any unbudgeted expenditure greater than £250 shall be cleared by the Treasurer before it is committed.

3. EDUCATION SECRETARY

The key responsibilities of the role are:

- Organise the Education Committee meetings, reminding members of the date in advance.
- Preparing an agenda in consultation, initially with the chair, then with the Committee members.
- Taking the minutes of the meeting
- Circulating the minutes for comment, amendment and finalizing.

4. TEACHERS' REPRESENTATIVE

The key responsibilities of the role are:

- To represent the teachers on the Education Committee
- Raise for discussion any concerns the teachers have in relation to the classes.
- Feedback comment from the Committee to teachers.
- Assist with strategic planning of the Education offering.

5. SEMINAR PROGRAMME LEAD

(Also referred to as Saturday Seminars)

The key responsibilities of the role are:

Appendix A to Education Committee Terms of Reference August 2024

- Proposing a Seminar Programme to the Education Committee
- Scoping the level and content of the Seminar within the Programme
- Finding and engaging suitable Seminar Presenters
- Organising the Seminars, together with the Seminar Assistant, if appointed for any particular Seminar, with support from Education Committee Members as required.
- Ensuring the Seminar presenters are paid

The role incumbent will make decisions on the above in consultation with the Education Committee, and in particular the Intermediate/Advanced Course lead, the Teachers' Representative, and the Education Manager.

6. INTERMEDIATE/ADVANCED COURSES LEAD

The key responsibilities of the role are:

- Proposing a Programme to cater for levels of experience from post Bridge for All Year 2, intermediate and occasionally more advanced levels
- Scoping the level, content and duration of the Course
- Finding and engaging suitable Course Teachers (including the Lead person themselves)
- Organising and running the Course(s), with support from the Education Committee as required.

The role incumbent will make decisions on the above in consultation with the Education Committee in general, and in particular the Teachers' Representative, and the Education Manager.

7. SUPERVISED PLAY MANAGER

The key responsibilities of the role are:

- Ensuring the smooth running of the weekly Supervised Play sessions
- Sending out weekly reminder emails, to Directors, Scorers and Hosts. Also update/news emails to Supervised Play attendees or potential attendees of the sessions.
- Organising the Rotas for Director, Host, and Scorer, which task may be delegated
- Keeping the Supervised Play session under review and proposing changes, if deemed beneficial, to the Education Committee, including the number of sessions, when are where they are held, and the Bridge systems used to run the sessions.
- Being the main point of contact for any Supervised Play enquiries.
- Provide monthly attendance report to Education Treasurer, Education Trustee and Education Manager at end of each calendar month.

8. MARKETING LEAD (no-one in post currently, tasks undertaken by the Chair)

The key responsibilities of the role are:

- Working with appropriate member of the Education Committee, ensuring Club Members are kept informed about forthcoming Courses and Seminars.
- Working with the Bridge for All Teaching Lead, ensuring that the Bridge for All classes are promoted to both Members and, more importantly, non-Members, including an annual drive to encourage Beginners to take up the Bridge for All classes through various marketing means.
- Monitoring the success of the marketing initiatives
- Monitoring the spend on external marketing, and organising payment to outside suppliers, provided that all payments are authorised in advance by the Education Manager.
- Keeping the Club website up to date for BfA current activities and seminars including:

- Upload details of new BfA courses
- Update the Education pages as directed

The role incumbent will make decisions relating to marketing in conjunction with the appropriate member of the Education Committee who is responsible for the activity being marketed. More substantial issues, such as a new marketing drive, will be made with the Education Committee and the Education Manager.

9. BRIDGE FOR ALL ADMINISTRATOR [vacant post, the administrative role is being undertaken by Christine Bishop and Education Manager (EM)]

The smooth running of OBS requires administrative support

The key responsibilities of the role are:

Responsibility for the operational and technical aspects of the IT and other technical systems that are managed by Education, namely:

- The Bookwhen booking system [EM]

including:

- Uploading details of courses and seminars onto Bookwhen [EM]
 - Preparing, maintaining and disseminating registers for courses
 - Sending out joining instructions for courses, if requested
 - Dealing with cancellations and refunds through Stripe and Bookwhen [EM]
 - Manage bookings and payments [EM]
 - Create attendee and Inclusion list
 - Create email lists for group emails to attendees
 - Create course register for teachers from Bookwhen bookings
 - Manage late bookings and cancellations
 - Liaise with the membership secretary over Bridge for All membership for students.
- The Stripe payments system (*scope of responsibility to be clarified vis a vis the Education Administrator and the Finance Committee*)
 - Liaising with the Membership Secretary about student membership and preparing membership forms for new students.
 - Assisting the Education Marketing Lead in sending out marketing information about courses, as directed.
 - Monitoring and ordering of stationery at the club, and other Education supplies as directed.
 - Responding to Enquiries – either by directly responding or forwarding the enquiry to the appropriate Education team member. [EM]
 - Monitor applications for membership from BfA students and periodically provide lists to teachers of students who have not yet taken up the offer of free membership, supplying application forms where necessary.
 - Order Student books from EBU at beginning of courses
 - Update Calendar for Supervised Play on website
 - Update Zoom Calendar on Google Calendar

Decisions on the operational and technical aspects of the above IT and technical systems should be made in conjunction with the Education Manager and Education Committee for anything other than day-to-day matters. Decisions regarding the setting up or modification of a new Bookwhen activity shall be made in conjunction with the Education Committee member who is responsible for the activity being set up.

The role incumbent shall make decisions on the above matters on consultation with the Education Committee member responsible for the activity in question and with the Education Manager for all other matters, including any substantial or contentious matter; anything that may result in a non-routine cost should be referred to the Education Treasurer.

10. BRIDGE FOR ALL COURSE LEAD

The key responsibilities are:

- To co-ordinate the Bridge for All (BFA) Year 1 and Year 2 classes, both face to face and online, including the following aspects:
 - o Preparing the lesson plans
 - o Preparing and ensuring the availability of any resources required for the lessons and any homework etc, e.g. Books, online systems etc
 - o Attending a teaching subgroup which normally includes the Bridge for All Teachers, the Education Manager and optionally a Class Assistant.
 - o To devise an Annual Plan for Bridge for All teaching once a year, determining the lesson schedule, who will teach which lesson, and who will be Class Assistant for each lesson.
 - o At least once a year, reviewing the material upon which the lessons are based, keeping in mind that our preference is to use available material, for example the EBU BFA course material where possible, and discussing the next year's teaching materials at the teaching subgroup.
 - o Create and publish new courses and seminars
 - o Helping to identify and recruit new teachers with help from Education Committee and arrange for EBED training as necessary.
 - o Printing of student materials

Intellectual property

- Where teachers have been paid for the development of new teaching material, the finished material must be saved into OBCStore for use by OBS.
- Ideally there should be a team approach to the development of Bridge for All courses. Where this is the case, all new material should be shared and saved to OBCStore for use by OBS.
- Where teachers running their own courses have not been paid for the development of new teaching material, they can choose to save it into OBCStore for use by OBS, but they are not obliged to do so.
- All OBS owned or generated teaching materials should be clearly marked with a copyright indication. This includes, but is not limited to, documents, presentation materials, videos and articles.
- Consistent with the club's status as a charity and our desire to have as many people as possible learn to enjoy the game of bridge, we choose to mark OBS materials with a copyright marker in such a way that they can be used by others for non-commercial purposes under specific conditions. We will mark materials such that the Creative Commons licence CC BY-NC-SA applies. In summary this means that each entity on which we are claiming ownership will be marked:



- Where possible a reference will be included to the licence at <https://creativecommons.org/licenses/by-nc-sa/4.0/>
- Those with access to OBS teaching materials may not remove copyright indications on any materials

- OBS may choose to share material with other bridge teachers or bridge clubs, as decided by the Education Committee.

Course development

- New course development should be agreed by the Education Committee
 - Where a teacher develops the material for a new course alone, they should then have the option to teach it in the first year.
 - Where there is the need for a major development of material (for example a new course), teachers may be paid a fixed amount for the writing of new material, at the discretion of the Education Committee and the Treasurer. The likelihood of the new course bringing in a new source of students is likely to be a major factor in determining whether such funding is available.
- Any substantial decisions on the above matters shall be made together with the Education Manager, and in consultation with others as appropriate.