



ACBL of Santa Cruz County

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**Unit
550**

Board of Directors Responsibilities

Updated December 5, 2017

The responsibilities for officers and other key positions of the Board of Directors for Unit 550 are listed below. Board members should make every effort to attend each Board meeting and support games at Unit 550, the monthly Unit Games and the Unit-sponsored Sectional Tournaments.

OFFICERS

President

- Presides at all meetings of the Unit Board of Directors and all general meetings of the Unit membership.
- Prepares agenda for Board meetings.
- Appoints all committees and serves on them as an ex-officio member, except the Nominating Committee.
- Exercises general supervision over the activities of the Unit Board and has overall responsibility for running the Unit.
- Proposes annual goals for Board approval.
- Performs the duties that are incidental to office, including those assigned by the Unit.
- Makes announcements, presents awards and commendations at Unit Games.
- Writes annual President's Message for inclusion in Unit newsletter and to be posted on Unit bulletin board.
- Communicates with landlord concerning lease issues.

Vice-President

- Acts in the absence of the President; assists President.
- Agrees to stand for election as Board President the following year to assure continuity of leadership.

Second Vice-President

- Acts in the absence of the President and First Vice-President.
- Manages the Unit calendar for club and ACBL events; ensures that there are no conflicts with Club Owner events.
- Communicates the events for posting to the webmaster.
- Manages community publicity for the Unit.
- Shares Board-approved news with *FORUM* editor monthly.

Treasurer

- Collects, deposits, and otherwise manages all monies of the Unit.
- Pays all bills approved by the Board.
- Updates insurance policies and coverage, as needed.
- Renews annual Business License and Biennial Secretary of State filing (also updates when new president is elected).
- Provides monthly statements and a year-end statement to the Board.
- Makes year-end financial report to the Unit, and prepares Annual Report.
- Posts monthly Treasurer's Report, after Board approval, on Unit bulletin board.
- Serves on Finance Committee, which oversees the Unit's investments and makes recommendations to the Board for changes.
- Prepares a proposed annual Budget for Board approval.

Secretary

- Files Unit Election Form on ACBL website after board officer and committee assignments.
- Prepares Minutes of each Board meeting & distributes them to the Board members via e-mail prior to the next Board meeting.
- Posts monthly Minutes on Unit bulletin board, after Bd. approval.
- Handles all official Unit correspondence, unless otherwise specified.
- Serves on By-Laws Committee and maintains current By-Laws of the Unit.
- Organizes and maintains all official records of Unit in orderly and accessible system.
- Serves as "Sunshine" ambassador, conveying get well wishes, condolences, etc. to Unit members from entire Unit membership.

COMMITTEE CHAIRS

Ad Hoc

- Serves at the pleasure of the President to handle special projects.

By-Laws

- Reviews and updates By-Laws, making recommendations to Board for approval.

Facilities

- Handles all aspects of the physical plant of the SCBC that require maintenance, repair or replacement, such as lights, appliances, plumbing, heating, bathroom fixtures, etc.
- Stocks the soda refrigerator.
- Makes sure that fire extinguisher is serviced.
- Schedules carpet cleaning for weekend of Surf's Up Sectional.
- Controls the heater thermostat

Finance

- Oversees all investment issues and makes recommendations Unit Board, in consultation with Treasurer.

Hospitality

- Organizes rotation schedule among all Board members to provide refreshments for Unit Games.
- Ensures assignments for set-up, clean-up and lock-up for Unit Games.
- Oversees all hospitality plans for Unit activities, creates theme and other ideas for each Unit Game for the year, in order to maximize interest in attendance at Unit Games.
- Publicizes all social events.
- Organizes Unit shelves in Club pantry.
- Installs, removes and stores holiday decorations at SCBC.

Judiciary

- Handles disputes over disciplinary action per ACBL guidelines.

Membership

- Receives new member/changes in member rank and

- address information from ACBL.
- Orders Mini-McKinney and Ace of Clubs medallions & Certificates from ACBL. Organizes presentation of awards at designated Unit Game.
 - Announces new Life Masters, obtains plaques for new Life Masters and updates wall plaques for Bronze, Silver, Gold, etc. milestones. Ensures that the online Hall of Fame is up-dated by notifying the webmaster.
 - Sends “Welcome” letter to new members.
 - Seeks to recruit new members.
 - Maintains Community Bulletin Board.

Nominating

- Recruits potential Board members. Presents slate to Board for approval before placing names on ballot for Unit election.
- Publishes and distributes ballots, conducts election according to ACBL guidelines, counts ballots and reports results to President for announcement to Unit members at Annual Meeting.

Tournaments (299'er Sectional & Open Sectional)

- Organizes and ensures a successful sectional tournament.

SUPPORT FUNCTIONS

Intermediate/Novice (I/N) Coordinator

- Creates a long-range plan to bring in more players to Unit 550.
- Facilitates new player participation by providing newcomer games and activities.

Educational Liaison

- Ensures there are adequate educational programs for new and returning bridge players.
- Keeps the Unit aware of ACBL educational initiatives.

Club Owners Liaison

- Represents Board at the monthly Club Owners meetings and reports back to Board. Keeps communications open

between Unit Board and Club Owners.

District Reps

- Provide communication channel to District 21.

FORUM Editor

- Collects Unit news and items of interest to submit monthly to District 21's *FORUM* publication.

Sunshine

- Mails "get-well" and sympathy cards to members or member's family as appropriate. Posts names and addresses on Personal Notification bulletin board as appropriate.

Tournament Coordinator

- Obtains ACBL sanctions
- Schedules the Sectionals and obtains the Director(s)
- Schedules the Unit North American pairs qualifying game (NAP)
- Organizes monthly Unit Games, hires game directors (Not responsible for hospitality at Unit Games.)

Webmaster

- Manages the Unit's website, www.santacruzbridge.org, including the game calendar, posting results online, the member database, updates ACBLscore, publishes the Weekly Recap, posts Unit and other documents to the website for access by members, maintains the Unit electronic documents online, etc.
- Provides the liaison to the ISP and maintains the SCBC computer
- Posts Sectional tournament flyers online
- Serves as Unit Electronic Liaison for ACBL