



ACBL of Santa Cruz County

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**Unit
550**

Board of Directors Responsibilities

Updated July 11, 2018

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, support the Unit Games and the Sectional Tournaments.

OFFICERS

President

- Presides at Unit Board of Directors meetings and general meetings of Unit membership.
- Prepares agenda for Board meetings.
- Appoints committees and serves on them as 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 posted on Unit bulletin board.

First Vice-President

- Acts in the absence of the President; assists President.
- Communicates with landlord concerning lease issues.
- 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 community publicity for the Unit and oversees the Community Bulletin Board.
- Schedules carpet cleaning for sectional weekends .
- Monthly collects and communicates Unit and Board news to *FORUM* editor.

Treasurer

- Collects, deposits, and otherwise manages Unit monies, including withdrawals from the Vanguard funds to sustain operations.
- Pays bills approved by the Board.
- Provides monthly statements prior to Board meetings and a year-end statement prior to the Annual Meeting to the Board.
- Updates insurance policies and coverage, as needed.
- Prepares a proposed annual Budget in December for the coming year for Board review and approval. Makes changes as approved by the Board during the year.
- Renews annual Business License and Biennial Secretary of State filing; updates when new president is elected.
- Prepares Annual Report as required by the Bylaws.
- 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.

Secretary

- Prepares Minutes of each Board meeting and distributes them to the Board members via e-mail prior to the next Board meeting.
- Posts monthly Minutes on Unit bulletin board, after Board 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.
- Files Unit Election Form on ACBL website after board officer and committee assignments.

COMMITTEE CHAIRS

Ad Hoc

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

Bylaws

- 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.
- Makes sure that fire extinguisher is serviced.
- Programs the thermostats and adjust seasonally or as Club Owners request.

Finance

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

Hospitality

- Purchases Unit-supplied food and bathroom supplies (this function is currently performed by Mary Pulliam). Stocks the soda refrigerator (this is currently performed by John Benich).
- Orders paper bridge scoring supplies, pencils and paper for the printer (this function is currently performed by Mary Pulliam).
- Oversees hospitality plans for Unit activities, creates theme and other ideas for selected Unit Games during the year in order to maximize interest and attendance at Unit Games.
- Organizes Unit shelves in shared closet.
- Installs, removes and stores holiday decorations at SCBC (this function is currently performed by Mary Pulliam).

Judiciary

- Handles disputes over disciplinary action per ACBL guidelines.

Membership

- Announces new Life Masters, obtains plaques for new Life Masters and updates wall plaques for Bronze, Silver, Gold, etc. milestones.
- Organizes and conducts Mentor Program (unless assigned to another Board member).
- Orders Mini-McKinney and Ace of Clubs medallions and Certificates from ACBL. Organizes presentation of awards at designated Unit Game.
- Serves as “Sunshine” ambassador, if one is not assigned, conveying get well wishes, condolences, etc. to Unit members from entire Unit membership.
- Sends “Welcome” letter to new members to those who have not provided an email address.
- Suggests programs to recruit new members.

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 Bylaws counts ballots and reports results to President for announcement to Unit members at Annual Meeting.

499'er and Open Sectional Chairs

- Organizes and ensures a successful sectional tournament.
- Recruits a Co-Chair to assist and become next year's Chair.
- Updates the Sectional Handbook with changes and other information which will assist future Chairs.

Tournament Coordinator

- Obtains ACBL sanctions and is overall Tournament Coordinator for the Unit.
- Organizes monthly Unit Games and arranges game directors.
- Registers for Unit STaC games.
- Schedules North American Pairs (NAP) Unit Qualifying game.
- Handles TourneyTrax for Sectionals.
- Manages the calendar for Unit, Club and ACBL events to ensure that there are no conflicts with Club Owner events. Communicates events to the webmaster for posting.

SUPPORT FUNCTIONS

Club Owner Liaison

- Represents Board to Club Owners and reports back to Board. Keeps communications open between Unit Board and Club Owners.

District Rep

- Represent Unit 550 at District 21 Board meetings
- Report information back to the Unit Board.

FORUM Editor

- Collects Unit news and items of interest to submit monthly to Western Conference FORUM publication.

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 and other educational initiatives.

Webmaster

- Manages the Unit's website (www.santacruzbridge.org), including the game calendar, news, member information, class schedules, awards and provides the ability to post results online.
- Provides an email blast capability to the membership by MP category and may provide other categories, as resource and time permits.
- Receives new member/changes in member rank and address information from ACBL (In-And-Out Report) and updates the Unit database used for member lookup and email blasts.
- Emails Welcome letters to new members with an email address.
- Posts information and news to the Unit website.
- Communicates Sectional tournament flyers to the ACBL.
- Serves as Unit Electronic Liaison to the ACBL.
- Provides the liaison to the ISP, currently iPower.