



Columbia Bridge Club

Columbia Bridge Club Positions 6/12/2017

1. Custodian: Bel Cross
 - a. Responsible for the cleaning of the inside of the building
 - b. Responsible for the collection of trash, recycling, and places outside for pick up
 - c. Purchases and maintains cleaning supplies
 - d. Reports to facilities manager any problems or needed repairs
2. Club Manager: Craig Lemrow
 - a. Reports to the Board of Directors on all activities conducted on behalf of the Club
 - b. Submits all applications for dates and sanctions to the ACBL including special game registrations
 - c. Keeps an electronic record of winners of all games and submits to the American Contract Bridge League (ACBL)
 - d. Maintains a membership list with pertinent data to include player number, and contact information
 - e. Handles all correspondence to ACBL regarding Club matters
 - f. Maintains current inventory of all CBC property and equipment
 - g. Responsible for ordering club supplies such as cards, score sheets, and break room supplies
 - h. Executes all contracts and legal documents approved by the board
 - i. Makes Club calendar 3 months in advance and have posted on website
 - j. Responsible for the Club email and phone messages
3. Education Coordinator: Mary Townhill
 - a. Oversees all programs related to education including classes of instruction, Easy Bridge, Supervised Play, Mentor/Mentee program, and any other instructional related programs
 - b. Coordinate with Club Manager to post educational programs on Club calendar
4. Facilities Manager Inside: Jack Self
 - a. Oversees the building and its contents
 - b. Secures repairs as needed
 - c. Maintains a regular schedule for the service of HVAC
 - d. Responsible for scheduling routine fire extinguisher checks and maintaining a log
 - e. Responsible for AED checks and maintaining a log
 - f. Maintains a regular schedule for pest control
5. Facilities Manager Outside: Hillary McDonald
 - a. Oversees the grounds upkeep, beds, plants, trees, water system

- b. Maintain a regular schedule for ground maintenance
- c. Replace trees and shrubs as needed
- 6. Head Director: Mike Bitonti
 - a. Responsible for scheduling the game directors for all games
 - b. Responsible for providing continuing training for all directors
 - c. Responsible for supervising all game directors
 - d. Verify directors have conditions of contest for all special games
- 7. Sectional Tournament Chairs: Chris and Lee Webb: Leewebb1@sc.rr.com
 - a. Responsible for overseeing all sectional tournaments sponsored by the Club
 - b. Appointing committee members
 - c. Securing sanctions for the sectional tournaments
 - d. Reporting to the Board any updates related to the tournament
- 8. Housekeeper (need a volunteer)
 - a. Establish a schedule for break room upkeep
 - b. Create and maintain a list of duties to be performed in break room and post in break room
 - c. Establish schedule for cleaning the refrigerator
 - d. Set a schedule for table, bidding boxing, and Bridgemate cleaning
- 9. Technology Coordinator: Mike Bitonti
 - a. Maintains all software on the Columbia Bridge Club (CBC) computers
 - b. Ensures ongoing maintenance of the dealing machine
 - c. Upkeep of the security camera system
 - d. Upkeep of the sound system
- 10. Publicity Chairman: Kathy Kimmerling
 - a. The purpose of the chair is to oversee publicity related directly in the physical club: the sandwich board, the bulletin boards, recommending to others to post relevant items on the website
 - b. Post club members who win events at sectional, regional, and national tournaments
 - c. Make posters relevant to special games
 - d. Produce newsletter
 - e. Publicity for growth of club
- 11. Treasurer: Pat Webb
 - a. Assumes control of all funds related to Club
 - b. Collecting all funds with supporting vouchers due to the Club from all sources
 - c. Verify that all funds are correct
 - d. Deposit funds into the bank account of the Club
 - e. Establish appropriate accounting procedures and maintain up to date records of all Club finances
 - f. Prepare a statement of all receipts and expenditures
 - g. Pay all legal claims against the Club

12. Webmaster: Scott Dunn

- a. Responsible for maintaining the CBC website (posting content, troubleshooting, etc.)
- b. Provides usernames and passwords for website access
- c. Works with the Website Committee to make any necessary structure changes as needed

13. Any other needs of the club not addressed in the above positions: Lee Webb:

LeeWebb1@sc.rr.com