

Taieri Bridge Club Inc

Duties and Responsibilities for 2023/2024

President:

Marie Kean

- Official “boss” / front person of the club.
- Has overall responsibility for all bridge matters (e.g. complaints from or about members; dealings with other organisations).
- Chairperson and facilitator of all general and special committee or other meetings.
- Welcome visitors to tournaments.
- Congratulate winners and hand out prizes at tournaments and at annual prize giving.
- Make announcements at bridge sessions of matters decided at committee meetings and any other general issues.
- Encourage and foster interest in all bridge matters
- Delegate tasks to committee members where necessary and ensure the member is full aware of what they are required to do.
- Compiling a prize list for prize giving

Vice President:

Merv Muir

- Take over when President not available.

Secretary:

Barbara Wilkes

- Taking minutes of committee meetings and Special meetings, and emailing to committee members.
- Updating website with previous month’s minutes.
- General filing
- Writing and sending of all official club correspondence
- Welcoming new club members, adding email addresses to Outlook contact list.
- Sending of cards, condolence, get well, congratulations, etc
- Annual Charity Return
- Annual update of some information on Club website.

- Maintenance of a Key Register

Jenni Wright

Membership Secretary

Jen Macartney

- Maintenance of Club Membership files for NZ Bridge, adding and removing members from database.

Treasurer:

Margaret Auty

- Responsible for maintaining accurate records of all Club financial transactions in Xero.
- Arrange for billing and recording of all club subscriptions.
- Paying of all accounts authorised by the Committee
- Wages records, paying PAYE, IR filing
- Insurances
- Invoicing regular clubs quarterly
- To present a list of invoices to be paid for the committee approval and invoices paid since the last meeting.
- To provide a set of audited accounts for the Annual General meeting
- Responsible for maintaining an up to date inventory of all furniture and equipment.
- GST filing – 6 monthly
- End of financial year procedures including bar stock take, liaising with Auditor.

Table Card Administrator

- Arrange for collection of table money, banking cash.
- Issuing of Table Card sets in timely manner, invoicing on Xero.
- Collection of mail.
- Manage petty cash.

Avril Power

Buildings:

- Responsible for maintenance of building
- Monthly safety checks

Merv Muir

Equipment:

- Purchase and replacement of expendable equipment, materials
- Maintenance of the photocopier and supply of expendable items

Jen Macartney

Kitchen Supplies:

- Responsible for general running of the kitchen
- Observation of health requirements
- Purchasing of foodstuffs

Patsy Williams

Bar:

- Purchasing of supplies
- Observation of legal and health requirements
- Bar cleaning. Floor to be cleaned
- Disposal of empties
- Responsible for bar records, financial procedures

Patsy Williams

Programme Convener:

- Responsible for the playing programme,
- Printing of programme and advertisements.

*Jen Macartney/
Marie Kean*

Computer Manager:

- Responsible for general oversight of computer operations
- Purchase and maintenance of hardware
- Purchase and installation of software, updates, backups
- Training and supervision of operators
- Calendar of events
- Scoring, ladders, filing of results and score sheets

Judith Smeijers

Newsletter Editor:

- Responsible for production of the Newsletter monthly
- Emailing to all members using blind carbon copy method to ensure privacy.
- Updating website with latest newsletter.

Barbara Wilkes

Lessons:

- Responsible for lessons
- Advertising of lessons

*Robert Cowan
Committee*

Tournament Secretary:

- Responsible for the general oversight of tournaments
- Tournament advertising – flyers, emails to clubs
- Arranging for directors, scorers, bar staff
- Arranging for setting up, prizes, raffles, and director's gratuities
- Card dealing – (usually Director does this)
- Collation of entries and arranging for stand-ins

Jen Macartney

Committee

Tournament Catering:

- To organise food for tournaments
- Liaison with caterers for Tournaments

Marie Kean

And sub committee

Card Dealing Machine:

- Machine Maintenance
- Arrange Roster for dealing hands for the week

Jen Macartney

Christine Samson

Archives:**Privacy Officer**

- To ensure the privacy of all members are met by checking how information is used and shared
- Deal with any requests for access to personal information
- Correction of personal details.

Barbara Wilkes

Playing Conveners:

- Ensure that the room is properly set up
- Ensure those on the rosters for directing, scoring and bar are available
- Arrange for clean-up at the end of play

Monday Night Convener – *Barbara Wilkes*, Partnership Officer – *Dale Cameron*

Wednesday Night Convener – *Jen Macartney*, Partnership Officer – *Deirdre Bruce*

Saturday Afternoon Convener – *Christine Samson*, Partnership Officer – *Alan Lewthwaite*