

Taieri Bridge Club Inc

Duties and Responsibilities for 2024/2025

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 fully aware of what they are required to do.
- Compiling a prize list for prize giving

Vice President:

Merv Muir

- Take over when President is not available.

Secretary:

- 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.
- Annual Charity Return
- Annual update of some information on Club website.

Barbara Wilkes

- Maintenance of a Key Register

Jenni Wright

- Sending of cards, condolence, get well, congratulations, etc

Marie Kean

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

Jan Methers

- 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.

Buildings:

Merv Muir

- Responsible for maintenance of building
- Monthly safety checks

Equipment:

Jen Macartney

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

Kitchen Supplies:

Lyn McLaren

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

Bar:

Lyn McLaren

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

Programme Convener:

Jen Macartney

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

Computer Manager:

Judith Smeijers

- 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

Newsletter Editor:

*Diane Paterson and
committee*

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

Lessons:

*Robert Cowan
Committee*

- Responsible for lessons
- Advertising of lessons

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**

Barbara Wilkes

- 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.

Playing Conveners: (supervisory only)

- Create roster for the year
- Ensure that the room is properly set up
- Ensure those on the rosters for directing, scoring and bar are available each night
- Arrange for clean-up at the end of play
- If no kitchen person available then organise club members to help.
- Ensure building is alarmed and locked up at end of play

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

Wednesday Night Convener – ***Marie Kean***, Partnership Officer – ***Deirdre Bruce***

Saturday Afternoon Convener – ***Diane Paterson***, Partnership Officer – ***Lyn McLaren***