

**Northern Virginia Bridge Association**  
**Position Descriptions for Board of Directors**  
**and Staff Functions**  
*August, 2008*

**President**

- Uphold the Constitution and by-laws of the NVBA
- Preside over all Board meetings
- Preside over the Annual Meeting (separate procedures exist for this event)
- Preside over any Special/Executive meeting of the Board
- Present list of chair appointees to Board annually at beginning of term and as needed to fill vacancies
- Present fiscal budget to Board annually within three months of Annual Meeting (i.e., at August Board Meeting)
- Authority to sign NVBA unit checks
- Appoint NVBA C&E Committee members within one month of Annual Meeting
- Appoint District Six representatives to the D6 C&E Committee within one month of Annual Meeting
- Appoint attendees to joint annual NVBA/WBL scheduling meeting in late summer
- Attend District Six Board Meetings (4-5 times per year, held in conjunction with MABC Regionals in D6)
- Prepare the President's column for each edition of the Newsletter
- Fulfill the responsibilities of the Charging Party, as necessary
- Contract for Unit Game playing space, ensuring extra space is available on Sectional Thursday nights and other Special Event Thursday nights as appropriate.
- Sign playing site contract by December 31 of preceding year after Board approval
- Determine by October of each year, what dates are not available at game site; make other arrangements for those games.

**Vice President**

- Preside in the President's absence
- Assume duties of the President in his/her absence and/or inability to perform such as required
- Authority to sign NVBA unit checks
- Negotiate contract with Unit Chief Director
- Review monthly financial statements of all NVBA accounts
- Oversee inter-unit functions, e.g., bi-annual phone directory
- Oversee joint NVBA-WBL meetings, when sponsored by the NVBA

- Issue free plays to Board as designated in the *NVBA Policies and Procedures Manual*
- Track status of Unit game and Sectional attendance

### **Secretary**

- Take minutes of all Board meetings
- Authority to sign NVBA unit checks
- Oversee Board voting on topics emanating from ACBL
- Notify WBL, District, MABC, and ACBL of Board changes
- File all official documents
- Keep official copy of all NVBA forms
- Keep *Policies & Procedures Manual* and Job Descriptions and other manuals (e.g., Annual Meeting procedures) up-to-date as required following Board actions that change procedures or as procedures otherwise change
- Take minutes at joint NVBA-WBL Board meetings, when hosted by NVBA
- Take minutes at Annual Meeting
- Send appropriate expressions of congratulations to NVBA members attaining each successive ACBL master point rating level of Gold Life Master and above, and for other significant achievements or assistance to the Unit
- Send copies of all minutes to WBL & District Six presidents and to NVBA webmaster for posting to the NVBA website
- Act as electronic liaison between NVBA and ACBL
- Provide electronic list of membership changes, Ace of Clubs and Mini McKenney standings to Newsletter Chair, Membership Secretary, Chief Unit Director and Board members when received from ACBL
- Provide electronic copy of QUIP Reports and Reimbursement Reports to Board members when received from ACBL
- Ensure that up-to-date forms are accurately used for any NVBA reporting
- Provide holiday cards with written message for year-end bonuses to Chief Tournament Director, Chief Unit Game Director, caddies, Unit Game venue personnel and others as necessary. Distribute and/or mail cards with cash bonuses included after consultation with NVBA President
- Provide lists of previous year's new life masters and final Ace of Clubs and Mini McKenney winners to Prize Chair in time to prepare awards for Annual Meeting

### **Treasurer**

- Secure financial services for NVBA accounts

- Provide monthly accounting of all NVBA and other funds that may be held in NVBA accounts at Board meetings
- Authority to sign NVBA unit checks
- Arrange for annual audit of all NVBA accounts and assets
- Provide annual Treasurer's report at Annual Meeting
- Receive Sectional Tournament proceeds from Chief Director or Tournament Chair at each NVBA Sectional and deposit the proceeds in the bank
- Receive all Unit game proceeds and Special Event proceeds and deposit these proceeds in the bank
- Present annual budget to President for formal presentation to the NVBA Board at the NVBA August Board meeting
- Pay all bills, as appropriate, and as properly receipted
- Provide Vice President with monthly financial statement of all NVBA accounts
- Purchase insurance policies, as necessary, for the protection of the Board and its members
- Prepare and file IRS Form 990 in a timely manner

### **Caddy Master/Mistress**

- Develop caddy policies in conjunction with Unit Game Chief Director and Tournament Chairs (e.g., age minimum, responsibilities, recommended payment per session)
- Provide appropriate training to caddies and prospective caddies
- Provide sufficient caddies for each Unit Game
- Inform Chief Unit Game Director of changes in caddies if there is a designated Unit Game caddy
- Provide sufficient caddies for each Sectional game based on published NVBA Sectional schedules and ads
- Inform Tournament Chairs and/or Chief Sectional Director of caddy appointments for each tournament in advance of each tournament
- Attend as many sessions of each Sectional as possible in order to gauge caddy performance for future assignments and to oversee caddy payment
- Inform Tournament Chairs when you are unable to be at a Sectional session so that they can be aware of caddy performance and can ensure that caddies are paid
- Provide caddies for regional events hosted by the Unit in conjunction with the head director.
- Get feedback from Tournament chairs and head directors on caddy performance.

### **Caddies**

- Arrive on time to set up tables in the open game

- Collect the completed entries during the first round. Make sure they are properly filled out and give them to the Chief Director
- Collect pickups from open game and novice game after each round
- Help clean up after the game is over. Put away bidding boxes

### **Cheer & Sympathy**

- Send expressions of sympathy to sick members in good standing in NVBA (i.e., no one listed on ACBL's Inactive List—provided by Membership Secretary and/or Unit Secretary)
- Send appropriate expressions of sorrow to family of any deceased member
- Acknowledge 'happy events' of NVBA members in good standing (births, weddings, etc.)
- Send appropriate message of sympathy to any ACBL member as deemed appropriate by the President

### **Club Liaison**

- Provide Board, Newsletter Editor, Web Master, and anyone else who should have this information with names and contact information for current club owners, club schedules, club addresses and other relevant information for all NVBA clubs
- Promote club activities in NVBA Newsletter and on web site
- Coordinate NVBA/WBL STaC when sponsored by NVBA (even-numbered years)
- Coordinate and plan Club Managers' Breakfast when NVBA acts as host (odd-numbered years)
- Provide NVBA club information to NVBA Web Master and send notices to Steve Robinson for circulation via e-mail as appropriate
- Visit each NVBA club at least once a year
- Contact WBL Club Liaison to ensure NVBA club information is correct during the years WBL sponsors the STaC and the Club Managers' breakfast
- Provide MABC computer lists to NVBA clubs that want updates

### **Conduct & Ethics**

- Chair the committee formed by the NVBA Board to review any grievance submitted by or against an NVBA member
- Keep abreast of the latest *ACBL Code of Disciplinary Regulations* (available on the ACBL web site)
- After any investigation, if formal action of any nature is recommended, present this recommendation to the Board

- Develop a column in the *NVBA Newsletter* concerning C & E matters as appropriate

### **Education Chair**

- Coordinate with *NVBA Newsletter* Liaison to develop guidelines and provide educational articles in the *NVBA Newsletter* as appropriate
- Work with the Intermediate-Novice Coordinator to develop and oversee a Unit novice program
- Develop a high school bridge program
- Develop a college bridge outreach program
- Integrate ACBL accredited teachers into NVBA educational program

### **Goodwill**

- Recommend ACBL Goodwill representatives to the Board to submit to the District 6 Representative to the ACBL Board upon request
- Make recommendations to the Board to improve the spirit of playing bridge

### **Intermediate-Novice Coordinator**

- Develop and oversee a Unit novice program
- Produce and publish via email the novice game director schedule every 3-6 months
- Produce and publish via email the novice game speaker schedule
- Provide feedback to the NVBA Board on how to improve the novice game and increase attendance
- Plan and coordinate the annual novice game birthday party
- Develop and maintain a lecture series for the Sectional Tournaments(Saturday mornings before the session works best)
- Plan and coordinate the annual NVBA LM/NLM game

### **Membership**

- Send a welcome letter/package to all new NVBA members
- Track inactive members
- Compile mailing list and send it electronically to printer/ mailing house or provide sorted labels to *NVBA Newsletter* Committee Chair for quarterly *NVBA Newsletter* mailing and for any other special mailings upon request; keep track of members who wish to receive newsletter only electronically

- Record all masterpoints won by members in NVBA-sponsored events: maintain up-to-date list of Man/Woman of the Year contenders, Rush Buckley contenders and Rookie of the year contenders
- Provide Man/Woman of the Year, Rush Buckley and Rookie of the year names to the Prize Chair in time for letters to be sent to the winners asking for their attendance at the NVBA Annual Meeting for presentation of their awards
- Prepare and mail absentee ballots for Annual/Special Meetings
- Oversee the voting process at the NVBA Annual Meeting
- Provide current Unit letterhead stationery for Secretary and for welcome letters

### **Newsletter Chair**

- Contract for a printing company/ mailing house to produce the *NVBA Newsletter*
- Contract with an editor to edit/lay out the *NVBA Newsletter*
- Oversee the production of the *NVBA Newsletter* as required by the NVBA Constitution and By-laws
- Recommend themes/overall structure of *NVBA Newsletter*
- Coordinate all articles, photos, and other submitted material for each issue
- Establish Proofreading Committee
- Distribute *NVBA Newsletter* drafts to Proofreading Committee and collate all comments for processing by editor
- Advise Treasurer when to pay the *NVBA Newsletter* Editor and how much the Editor should be paid for each issue produced (payment is stipulated on an issue and page-number basis in the *NVBA Policies and Procedures Manual*)
- Attend NVBA Board meetings as a non-voting member if not otherwise on the NVBA Board
- Ensure the Newsletter Editor forwards an electronic version of the NVBA Newsletter to the NVBA webmaster for posting on the NVBA website and to the NVBA member who sends the Newsletter to individuals who have asked to receive it via email.

### **Nominations Chair**

- Solicit candidates for various NVBA Board positions
- Provide accurate ballots at voting site
- Count ballots at Annual Meeting and announce winners

### **Novice Game Speaker**

- Arrive on time prepared to give a novice-level presentation

- Notify the Unit Game chief director or the novice game director if unable to give a presentation on a scheduled night
- End the presentation promptly 5 minutes before game time

### **Parliamentarian**

- Assist the presiding officer at any NVBA sponsored meeting in seeing that Robert's Rules of Order are employed
- Maintain current Constitution and By-Laws of NVBA

### **Partnership Chair**

- Staff the partnership desk for each Sectional and Unit game
- Provide/publicize telephone number for players to call concerning partnerships. Assure that the NVBA cell phone is kept on to receive partnership requests during Thursdays for the unit Game and during NVBA Sectionals.
- Serve as the Guaranteed Partner Coordinator (GPC). The GPC is responsible for scheduling sufficient Guaranteed Partners (GP's) to cover all the appropriate events at the Unit Game and the Sectional
- Responsible for oversight of the On-line Partnership Desk (OPD), working with the NVBA Webmaster to keep the OPD up-to-date.
- Provide for an alternate PC/GPC, as necessary.

### **Prize Chair**

- Staff prize desk before and after Sectional events
- Ensure there are enough award items on hand at each Sectional
- Keep track of, and dispense, prizes for three most recent Sectional tournaments
- Collect and prepare all trophies for Annual Meeting
- Order medals for Mini McKenney winners and prepare certificates for Ace of Clubs winners
- Prepare letters and free plays for Ace of Clubs, Mini McKenney and other winners for Annual Meeting
- Mail awards to winners unable to attend meeting
- Retrieve the William Poissant trophy in early February and bring it to the William Poissant Memorial Sectional for display
- Arrange for William Poissant trophy to be engraved with the names of the new winners and get the trophy to them to keep for the next year
- Order cakes printed with names of previous year's new life masters for the Annual Meeting

- Post DC Player of the Year data

### **Publicity**

- Take pictures at all appropriate NVBA sponsored events
- Advertise in newsletters, newspapers, flyers, etc., to promote the game of bridge
- Advertise upcoming games at the NVBA website

### **Renewal**

- Call all players whose memberships have lapsed
- Provide Board with breakdown of reasons for remission
- Provide Board with possible remedies to lack of membership renewal by members

### **Recorder**

- Receive written information, complaints, and suggestions by players about other players, tournament/unit directors, tournament/unit facilities - anything concrete directly related to the Tournament or Unit games
- Review such written information and determine the appropriate response to each issue
- File all viable memos for future reference in the event of repeated offenses or dispose of the complaint and inform the complainant why the matter was so handled

### **Seeding**

- Responsibility for seeding may be split, such that the Seeding Chair for UNIT games reports to the Unit Game Manager and the Seeding Chair for the Sectionals reports to the tournament Chair
- Ensure that Seeders are available to assist the Director-in-Charge in balancing the playing field at the Unit games
- Ensure that Seeders are available to assist the Director-in-Charge in balancing the playing field at the Sectional games
- Ensure that Seeders are available to assist the Director-in-Charge or Special Events Chair, as appropriate, in balancing the playing field at the GNT, NAOP, and Round Robin games
- Follow ACBL standard Seeding guidelines



## **Special Events**

- Oversee the NVBA Round Robin event
- Oversee the NVBA GNT
- Oversee the NVBA NAP
- Coordinate NVBA Special Events information with webmaster

## **Tournament Chair**

- Negotiate for a site to hold NVBA Sectionals and ensure that all contracts are valid and current
- Fill out sanction forms for all NVBA Sectionals at least one year in advance
- At least six months in advance of each NVBA Sectional, prepare the schedule of events and send this schedule to the ACBL MABC insert coordinator
- Order tournament flyers from ACBL (reprints from MABC insert) and distribute to all NVBA clubs, the WBL Unit, and give copy to NVBA Newsletter Chair for publication in the Newsletter
- Ensure that adequate directors are available for each NVBA Sectional
- Ensure that Caddy Master/Mistress hires the appropriate number of Caddies for each NVBA Sectionals
- Coordinate with Chief Director in advance of Sectionals to ensure that any special requirements are understood (e. g. any increases in fees, coffee coupons or other handouts, etc.)
- Make hotel reservations for Chief Director, as needed, for Friday and Saturday nights of each NVBA Sectional
- Arrange for food and drink at all NVBA Sectionals
- Recommend prize structure for Sectionals
- Arrange for appropriate literature to be available on an information table at the playing site
- Oversee production of 'first day' flyer/bulletin for NVBA Sectionals
- Ensure that the Knock Out conditions of contest are current and available for annual Sectional KO
- Promote William Poissant Tournament
- Produce and distribute free plays to appropriate assistants at each NVBA Sectional
- Recommend purchase of equipment/furniture needed for NVBA Sectionals to the Board
- Complete 60/40 form following each Thursday of a WBL Sectional; ensure that WBL completes a 60/40 form after each NVBA Sectional Thursday; reconcile monies owed via 60/40 accounting following final Sectional of each calendar year and direct the NVBA Treasurer to pay or receive the appropriate amount of money
- Provide NVBA Sectional information to NVBA and WBL webmasters

- Review all tournament related materials received from ACBL to ensure NVBA compliance with guidelines and regulations
- Act as liaison for any NVBA-sponsored events held at the Sectional Tournament site
- When asked by the District Six Coordinator, assist the Coordinator in securing viable sites for District Six level GNTs and NAPs
- Attend joint annual NVBA-WBL scheduling meeting
- Organize the 4th of July Regional for the MABC in even-numbered years (contract with appropriate hotels at least three years in advance; fill out sanctions; schedule events; appoint functional chairpersons; obtain table estimate from MABC coordinator; prepare budget based on expected table counts; oversee all communications with the hotel, the MABC, and if needed, ACBL; reconcile budget with expenses reimburse MABC as needed)
- Track NVBA-WBL Sectional trophy races and present trophies to winners in even numbered years(at the July 4<sup>th</sup> Regional)

### **Unit Game Business Manager**

- Purchase plastic and paper supplies, coffee and tea makings, cabinets and tables, as necessary
- Lay out soda, coffee and tea makings before start of Unit Game
- Keep NVBA closet well-supplied and orderly
- Coordinate the annual Holiday Party
- Coordinate with Tournament Chair to plan for Annual Meeting

### **Unit Game Chief Director**

- Arrive forty-five minutes before game time to set up the room
- Responsible for the smooth operation of the Unit Game
- Serve as Club Manager on ACBL's books (receives correspondence, referrals for players looking for information about the game etc.)
- Control inventory of expendables autonomously (entry forms, convention cards, disks, computer paper, pick-up slips etc.) Advise Board when hardware (boards, bid boxes etc.) need to be ordered
- Ensure hand records are ordered and photocopied and available
- Prepare monthly masterpoint reports and submits to ACBL
- Ensure the player masterpoint database is updated
- Prepare and file sanction applications
- Write column for the NVBA Newsletter when appropriate
- Collect monies due ACBL from the Treasurer and remit to ACBL as needed
- Prepare and electronically mail game file to the NVBA Web Manager on the

- evening of each game
- Ensure the Unit game is properly staffed
- Attend monthly NVBA Board meetings when possible
- Attend annual NVBA/WBL scheduling meeting held annually in the late summer
- Coordinate with the NVBA Sectional Director in Charge as appropriate
- Mentor and develop new Unit Game directors; support the novice game director

### **Unit Game Deputy Chief Director**

- Perform all functions of the novice game director at the weekly Unit Game
- When the Chief Director is absent, direct the open game and perform all duties of the Chief Director at the Unit Game
- Coordinate with the Chief Director, as necessary

### **Unit Game Hospitality Manager**

- Provide food for Unit games or arrange with others to provide food
- Coordinate the annual Holiday Party

### **Unit Game Novice Director**

- Arrive in advance of game time and set up the room for the novice game
- Sell entries; make sure money/accounting for the game is correct and submit to the Chief Director during the first or second round
- Coordinate with partnership chair to set up partnerships for non-paired novice players
- Confirm table count with Chief Director and move a pair to even the open and novice games if necessary
- Run the novice game; make accurate and proper rulings, enforce zero tolerance policy, pick up after game and store materials in novice box, return to cabinet

### **Webmaster**

- Manage Unit website [www.nvba.org](http://www.nvba.org)
- Review web site for accuracy and functionality
- Work with Board web site liaison on web content and design issues
- Coordinate with designated content owners to perform update of site content
- Deal with site host to correct run errors and down time

### **Website/Liaison Design**

- Update Unit website [www.nvba.org](http://www.nvba.org) when webmaster is unavailable
- Continually review web site for accuracy and functionality
- Work with Board members on web content and design issues
- Coordinate with webmaster on changes to site content and design
- Deal with site host when webmaster is unavailable