

DAYTONA METROPOLITAN BRIDGE CLUB MANGER

JOB DESCRIPTION/MISCELANEOUS DUTIES

I. ACBL –

1. CLUB SANCTION STATUS - RENEWAL, ETC.
2. ANNUAL REPORT
3. ACBL RELATIONSHIP, REPORTS ETC.

II. DIRECTORS

1. SCHEDULE DIRECTORS – GAMES AND TEACHING
2. DIRECTOR TRAINING AND ONGOING EDUCATION
3. OVERSEE DIRECTORS RELATIONSHIPS AND COOPERATION
4. COVER SPECIAL ISSUES: IE: ZERO TOLERANCE, RULINGS
DISPUTES, MEMBER COMPLAINTS, ETC.

III. GAME SCHEDULE

1. THREE MONTH GAME SCHEDULE AVAILABLE AT ALL TIMES
2. SCHEDULE SPECIAL GAMES:
 - A. CLUB CHAMPIONSHIPS
 - B. CHARITY GAMES
 - C. NATIONAL PAIRS, AND NATIONAL TEAM QUALIFIERS
 - D. TEAM GAMES
 - E. MENTOR GAMES
 - F. OTHER SPECIAL GAMES

IV. BRIDGE LESSONS, ALL LEVELS

OVERSEE AVAILABILITY AND QUALITY OF TEACHERS FOR LESSONS
AT CLUB SUITABLE FOR EACH LEVEL.

V. PURCHASING – DAILY REQUIREMENTS

1. GAME SUPPLIES
2. OFFICE SUPPLIES – OVERSEE PURCHASES

VI. EMPLOYEES

OVERSEE HIRING NON-GAME RELATED EMPLOYEES SUCH AS CLEANING
MAINTENANCE, ETC.

VII CLUB OPERATIONS AND SYSTEMS

1. BEING KNOWLEDGEABLE WITH ALL CLUB OPERATIONS AND SYSTEMS
(MEMBERSHIP, SHUFFLER, GENERATING HAND RECORDS, PRINTER, COMPUTER)
2. OVERSEEING PERSON RESPONSIBLE FOR MAKING BOARDS.

VIII. BOARD AND BOARD COMMITTEES

1. COMMUNICATING WITH VARIOUS BOARD COMMITTEES TO DEAL

WITH SPECIFIC PROBLEMS.

2. ATTENDING BOARD MEETINGS