

**Chattanooga Bridge Center Club (CBC) and
Unit 206 Unit Manager Job Responsibilities**
(adopted by the Board of Directors on July 3, 2018)

I. Manager's Primary Job is to Implement Board Policy Subject to the Law as Set by the ACBL

II. Unit 206 Duties (See ACBL Manager's Handbook for additional detail.)

- A. Serve as Unit Game Coordinator including but not limited to NAP, GNT, and STaC games.
- B. Serve as Special Event Coordinator.
- C. Conduct any correspondence with ACBL on Unit game issues.

III. Club Manager Duties

- A. ACBL Interaction
 - 1. Preparing and filing the Monthly report Form.
 - 2. Application for sanction approvals and reporting of changes.
 - 3. Any correspondence with ACBL on club game issues.
 - 4. Co-ordinate information from ACBL to directors and others as needed.
- B. Order game supplies.
- C. Develop a yearly calendar for all games at CBC.
- D. Advise Board of game scheduling and types of games.
- E. Work with the Board regarding publicity.
 - 1. Put announcements on the blackboard near the Director's desk.
 - 2. Pass along to web site manager and the newsletter editor regarding upcoming activities and notices.
 - 3. Notify the President on all issues and concerns in a timely manner.
 - 4. Meet with the Board a minimum of once per year.
- F. Electronic Duties
 - 1. Computer, Dealing Machine, and Electronic Blackboard.
 - 2. Ensure that the training is adequate for those using our electronic equipment.
 - 3. Ensure that someone else in the club is aware of the status of all club manager responsibilities, login information, and other pertinent information.
 - 4. Ensure boards are ready for all upcoming games.
 - 5. Keep an electronic list of all club member contact information for Board use, newsletters, and other similar functions.
- G. Retention and central storage of records per Board policy.
- D. See that the club's "Zero Tolerance" policy is enforced at all times.
- E. Champion the effort in attracting new members to the CBC and area Unit 206 Clubs.

IV. Background/skills

- A. Be computer literate.
- B. Have a good knowledge of bridge.
- C. Be courteous to all members, prospective members, and guests at all times.
- D. The manager must have available time to do the job.

V. Term Limits and Termination

- A. The club manager term is for a period of 2 years.
- B. The club manager has a two term limit (4 total years).
- C. Either the Board or the club manager may cancel this agreement without notice.

VI. Summary – This agreement is between the Board of Directors and the club manager. The club manager will carry out any of the duties or other requirements that the Board deems necessary.