

Chattanooga Bridge Center Coordinator of Directors Job Description

The position of coordinator of directors was established by vote of the Board of Directors of the Chattanooga Bridge Center at its regular monthly meeting on January 26, 2010. The purpose of this position is three-fold:

A. Scheduling Directors

- The coordinator will set a monthly schedule and assign a director for each game during that month.
- The directors' schedule will be completed by the coordinator and the directors notified at least one week prior to the first day of each month.
- Directors will be responsible for finding their replacements if they must miss a scheduled game, but the coordinator will serve as a resource person in finding replacements if the directors need assistance.
- Any long-term changes in the established assignment of directors for weekly games will be brought before and approved by the Board of Directors.
- The coordinator will notify the person in charge of the Web site of any long-term changes in directors so that this information will be kept accurate online.
- The coordinator will encourage all directors to keep up to date on ACBL rules, stratify the fields equitably, and serve as models for player behavior when playing in games themselves.

B. Maintaining a Roster of Qualified Directors

- The coordinator will maintain an up-to-date list of qualified directors and their contact information. A copy of this list should be on file at the Chattanooga Bridge Center.
- The coordinator will seek to provide experience for newly certified directors by asking them to assist regular directors at Bridge Center games. Assisting directors will receive one free play for each game at which they assist.
- When the newer directors are deemed qualified, the coordinator will work them into the monthly schedule, most frequently for non-Life Master games, and add them to the list of available substitute directors.
- The coordinator will encourage members to take the club director course when necessary to maintain an adequate pool of qualified directors for the club.

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C. Handling Members' Concerns Regarding Directors

- The coordinator will be the next line of communication for members who have been unable to resolve an issue through direct discourse with a director.
- After listening to the member's concerns, the coordinator will attempt to resolve the issue by meeting with the director in question.
- If the matter remains unresolved, the coordinator may bring the matter before the Board of Directors if he/she feels that it is appropriate to do so.