## President Role

president@denverbridge.org

* Run meetings
  + Minimum of 11 per year
  + Write Agenda
* Sign Contracts
* Appoint and consult with Legal Counsel
* Appoint Committees
* Sign Insurance Policy
* Liaison between Region 10 Rep and Unit 361
* Tournaments
  + Coordinate with Directors at Sectional/Regional/IN Tournament
  + Announcement
  + Award presentations
  + Identify director for Regional, Sectional and IN Tournaments
  + Locate and secure playing sites
  + Regional liaison between Region 10 and Regional Chairs
  + Sign RTP for Regional
* Signer on Bank Account
* Field and resolve complaints from membership
* Locating and securing playing sites
* Oversee others’ assignments such as:
  + Hospitality
  + Tournament Chair
  + Front Range Challenge
* Monitor denverbridge.org emails
* Approach prospective board members about serving on the board
* Coordinate candidate interviews for elections to Region 10 and National Board
* Write articles for Table Talk and Daily Bulletin
* Approve correspondence to unit membership (along with Secretary)
* Familiarize new board members with their duties
* Complete ACBL Election Form after the annual election of officers
* Make sure role document is updated yearly

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| **Author/Revised by** | **Date** |
| Julie Clark | March 30, 2023 |
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