

## Denver Unit 361 Secretary responsibilities: Updated 9/16/2022.

secretary@denverbridge.org

1. Record, transcribe, and distribute meeting minutes to all relevant parties and ensure that minutes are posted to the Unit website (.pdf version).
  - a. Save minutes as .docx Microsoft Word file AND as .pdf.
  - b. Send meeting minutes to Board Members as soon as possible following the meeting. Ask for comments or changes to be returned within 48 hours.
  - c. Make any updates or corrections and submit to Webmaster to be put on DenverBridge.org website.
2. Handle all correspondence.
  - a. Assist President with any correspondence, as needed.
  - b. Be liaison with ACBL and District 17.
  - c. Maintain historical archive of correspondence and other unit documentation (some may be stored on Website archive for common accessibility).
  - d. Submit names of new or newly elected Board members to ACBL.
3. Submit Tournament flyers to ACBL.
  - a. Submit flyers, developed by Communications Chair, 1 year in advance of their dates. Ensure that correct Sanction numbers are shown, and that the flyer version is identified in the footer.
  - b. Resubmit flyers to ACBL as they are updated.
  - c. Submissions go to the ACBL Tournament Administrator. In 2022, these were submitted to Crystal Mann (tournament administrator) AND the generic email of [Tournaments@acbl.org](mailto:Tournaments@acbl.org).
  - d. Validate that correct flyers are posted on ACBL.org website within a reasonable time.
4. Maintain list of Board Members and other 'relevant' parties.
  - a. Update Names, emails, phone numbers on Unit Board Member list. Distribute to all Board Members and 'relevant' parties.
  - b. 'Relevant' parties on updated Lists should include D17 representatives, Legal Counsel, Ethics and conduct chair, Board of Governor's representative.
  - c. Submit names of new Board Members to Steel Images, our vendor for Badges. Pay for, pick up and deliver them to new Board Members. Submit expense request to Treasurer for reimbursement.

2022 Contact is Kellie Nordholm  
**Steel Images Inc.**  
**6830 S. Jordan Rd.**  
**Suite 101**  
**Centennial, Co 80012**  
**303-790-0200**

5. Maintain list of Unit 361 Sanctioned clubs along with full contact information.

- a. Obtain list of clubs from ACBL and review it for identifying duplicate clubs information. Use this as a basis for verifying club contacts. Send emails to clubs annually to confirm current operations.
  - b. Document clubs including any special information (e.g. different mailing address than club address), Identify clubs as 'Metro (code C for Colorado,' or 'OOA' (Out of Area (code O), may include clubs in other Units), or Out of State (code S) for tournament directors from other states, document the number of paper flyers sent to clubs for Regionals, Sectionals and I/N tournaments.
  - c. D17 website should be updated with any club closures since clubs are listed on that website as well with a link to the club website.
6. Maintain list of contacts outside of Unit 361 for sending Regional flyers in advance of our Denver Regional. Document the number of paper flyers sent to them for the Regional.
  7. Develop timeline of Unit tournaments, 2 weeks before for final Pianola emails, 6 weeks before for Pianola emails, and 1 month before that for development, review, and print and publish.
  8. Develop the Unit Directory.
    - a. In 2022, the Directory was printed with no advertising, and the Board decided to do so every 2 years.
      - i. If advertising is desired to help defray costs, all Board Members should be involved in pursuing advertisements, with final layouts done by Unit Secretary with assistance of Webmaster and/or Communications Chair. The Secretary coordinates the advertisement payment process with the Unit Treasurer.
    - b. See detailed process documented in 55a\_Directory\_Instructions, in Board Procedures on the DenverBridge.org website.
  9. Awards
    - a. Secretary obtains award winner information for Online Masterpoints, Ace of Clubs and Mini-McKenney awards from the ACBL website, downloads Certificate templates and generates individual certificates for those awards.
    - b. Order Mini-McKenney award medallions (from Bridge Baron - set of 12 plus individual medallions for top 3 point ranges.)
    - c. Details are in documented procedure, "36\_Awards and Trophies-2018".
  10. Store .docx versions of Board Procedures and/or ensure they are placed in the Webmaster archive central repository for later use if and when they need to be updated.

**Author/Revised by**

**Date**

Carol Gumpert

March 30, 2023