

Unit 361 New Member Onboarding

- Board Composition
 - 10 voting members
 - Roles may be delegated to other Board Members, as desired and agreed to by the Board.
 - Officers
 - President – must have been a board member for at least one year
 - Coordinate with Board Members to set the monthly meeting agenda
 - Coordinate with the Tournament Chair that all tournament items are taken care of:
 - Sanction Numbers
 - Supplies
 - Delivery and Pickup dates of supplies
 - Coordinate contracts for the 4 Sectional Events
 - Coordinate Liability insurance for the 4 Sectional Events
 - Coordinate with the Regional Tournament Chair all things Regional related
 - Coordinate with the Hospitality Chair to ensure all Hospitality items are taken care of for all Tournaments
 - Vice-President
 - The Vice President acts as President in the absence of the President. If not running for reelection, chairs the nominating committee, which solicits candidates for election, arranges the ballots, and the staffing at the voting table together with the counting of the ballots. The Vice President should be available to chair committees appointed by the President.
 - Treasurer
 - Maintains comparison Profit and Loss statements for all Sectionals and Regional tournaments, preferably in QuickBooks
 - Sets budget for coming year in late August or early September
 - Deposit income from tournaments timely
 - Pay bills from tournaments and vendors timely
 - Balance checkbook timely
 - Arrange for IRS W-4 forms to be provided as required (by anyone the Unit pays \$600 or more to in a calendar year)
 - File 1099s timely as required (for individuals paid \$600 or more)
 - File a federal tax return timely (May 15 of the next year)
 - Distribute free play cards as authorized
 - Track mentor/mentee expenses
 - Reimburse clubs for mentor fees re the mentor/mentee program
 - Record credit card use in Quickbooks

- Pay an annual honorarium to club(s)-currently only Metro
- Prepare a monthly financial report to the board
- Report the final financial results of all tournaments to the board
- Forward In & Out Reports to Membership chair
- Update Table Count records.
- Secretary
 - Record, transcribe and distribute minutes at the monthly board meeting
 - Post the minutes on denverbridge.org after approval
 - Order name badges for new board members
 - Order name badges for unit members (at their expense)
 - Compile list of Ace of Clubs and Mini-McKinney winners
 - If the secretary is appointed the liaison to the ACBL, handles all correspondence with the ACBL
 - Maintain contact list for Unit Board, District 17 Representative and Legal Counsel
 - Maintains a list of all Unit 361 sanctioned clubs
 - Includes contact information
 - Assists the President with correspondence as requested
 - Assists in compiling the directory and putting ads in the directory
 - Advise advertisers of the cost and how to pay
 - Order pins from Barclay for Mini-McKinney winners
 - Print certificates for both group of winners
- Legal Counsel (non-voting – appointed)
 - Protect the personal interest of each board member in their performance of the board’s responsibilities
 - Keep the board compliant with State laws
 - Review contracts
 - Respond to any legal issues that arise
- District 17 Representative (non-voting - elected)
 - Attends D17 meetings as Unit representative.
 - Promotes Unit care-about to D17
- Board of Governor’s Representative (non-voting - elected)
- Chairs
 - IN Chair
 - Coordinate the fall and spring IN tournaments
 - Develop a budget
 - Secure a site
 - Publicize the tournament
 - Develop a hospitality plan
 - Secure a director
 - Obtain needed supplies from storage unit

- Be present at the tournament
 - Identify possible future improvements
- Regional Chair
 - Coordinate the Rocky Mountain Regional
 - Held at the end of May every year
 - Develop, print and distribute a tournament schedule
 - Develop a budget
 - Develop a hospitality plan
 - Recruit people to run the Pro-Am event
 - Identify people to coordinate food for the charity event
 - Work with District 17 to obtain approval and the budget
 - Respond to players' inquiries during the tournament
 - Work with the host hotel to ensure preparation for the tournament
 - Write articles for the Bridge Buzz and Scorecard
 - Develop the Daily Bulletin
 - Be onsite during the tournament to ensure it is running smoothly
 - Compile feedback to make changes in the future
- Educational Chair/Mentoring Program
 - Update Bridge Teachers section on unit website
 - Develop goals and guidelines for Mentoring Program
 - Work with members and club managers to implement Mentoring Program
- Sectional Chair
 - Coordinate the four Sectional tournaments
 - Handle all facets of the tournament
 - Coordinate the staff
 - Work with site personnel to comply with site requirements
 - Respond to all issues that arise at the event
 - Obtain ACBL sanctions for all tournaments
 - Attendance (or designated representative) at all Sectional tournaments is mandatory
- Partnership Chair
 - Arrange for partnerships at all unit-sponsored events
 - Handle calls and emails requesting partners
 - Arrange for staffing of partnership desk at events.
 - Set up online system with new tournament information.
- Supply Chair
 - Responsible for Supply storage at Cowboy Moving & Storage
 - Ensure that all crates are in good working order
 - Hire and schedule crate maintenance when necessary
 - Coordinate Sectional Tournament crate delivery and return

- Coordinate Regional Tournament crate delivery and return
- Order supplies such as scorecards, decks of cards, pencils, etc.
- Hospitality Chair
 - Sectional
 - Purchases all food, beverage and consumables needed for tournament
 - Setup kitchen day before the event start & cleanup, audit and package kitchen items into storage crates
 - Hire, oversee and pay kitchen staff
 - Kitchen staff handles the all-day food and beverage services
 - Provide lunch planning & kitchen support daily lunch options
 - Coordinate lunch order, delivery coordination, and payment/reimbursement with another Board Member or Volunteer, as needed.
 - Regional
 - Work with Regional Chair to plan the Hotel Purchase Commitment (Discount coupons, Hospitality Events, etc)
 - Work with Regional Chair & hotel to arrange on-site player lunch options
 - Survey and purchase Prize options based on Regional Committee recommendations
 - Find volunteers to staff the Registration and Prize Awards tables
 - Work with Regional Chair to create Publicity Boards (on easels)
- Membership Chair
 - Send welcome email to new Unit members.
 - Answer member inquiries or refer them to appropriate resources
 - Maintain accurate membership records
 - Assist with I/N tournaments and I/N concerns at the Regional
 - Purchases badges for new life masters and
 - Purchase badges as ordered by members
 - Design and coordinate membership-building programs for the unit.
- Photography Chair
 - Ensures all winners at Sectional and Regional tournaments have the opportunity to have their pictures taken and displayed
- Publicity Chair
 - Prepare and print flyers for quarterly sectionals and regionals, and I/N (299ers) tourneys
 - Distribute flyers to clubs, educators, and at tournaments
 - Assist in creating emails to members
 - Manage distribution of emails to members (e.g. using Pianola or other software)
 - Lead and coordinate preparation and distribution of membership directory
- Webmaster

- Maintain our Website with the current information and underlying data
 - Work with President and other Board Members to ensure that website is current and responsive to the needs of Unit 361
 - Propose/Implement new features
 - Solicit other Board Members/Volunteers to provide information to populate website
- Caddy Chair
 - Determines how many caddies are need per day at each tournament
 - Recruits caddies
 - Supervises caddies during the tournament
 - Pays caddies
- Responsibilities of Board
 - Plan and conduct Regional and Sectional Tournaments
 - Provide services to members
 - Assist in promoting club games in the unit
- Responsibilities of Board Members
 - Read and abide by the bylaws
 - Available at denverbridge.org
 - Become familiar with denverbridge.org website
 - Attend monthly meetings
 - Attend emergency meetings
 - Assist before and after reviews for all tournaments
 - Participate on various committees
- Benefits of being on the board
 - Able to share ideas to enhance the future of Denver Bridge
 - Give back to the bridge community
 - Meet new people
 - Exposure to workings of ACBL
 - Free play (limited) at Unit 361 sponsored tournaments